FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

2007-2008

CATALOG

VOLUME XVIII

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

Contents of this catalog are accurate at the time of printing but the 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.

The President's Message

Dear FTCC Student:

Welcome to Fayetteville Technical Community College, where there is "Something for Everyone." As the third largest community college in the 58 North Carolina Community College System, FTCC offers a quality, affordable education through 122 degree, diploma and certificate programs in four areas: College Transfer and General Education; Business; Health; and Engineering, Public Service and Applied Technology. The College also provides extensive student support services in academic advising, testing, counseling, financial aid, veterans assistance and job placement. To ensure your early success, a well-qualified faculty and staff are here to assist you in your admissions, registration and learning process.

FTCC is a comprehensive community college with an "Open Door" admissions policy to meet your educational goals for workforce preparedness. We are proud of our 96 percent job placement rate, which is a testament to the excellent training and academic preparation our graduates receive. Whether you are interested in an educational program for the certificate, diploma, or curriculum degree, this catalog will provide you with a description of each course and program of study.

At FTCC, you are our most valued customer. We look forward to having you join us and to assisting you in successfully meeting your educational and career goals.

Sincerely,

Larry B. Norris
President

TABLE OF CONTENTS

Board of Trustees 4
Purpose of the Catalog 5
Nondescrimination Statement 5
Academic Calendars 6

The College 8
- General Information 8
- History of FTCC 8
- FTCC Purpose Statement 9
- Institutional Charter and Accreditation and Associations 9

Admissions 13
- Admissions Policies and Procedures 14
- Admission of Transfer Students 19
- Intercurricular Transfer of Credits 19
- Credit for Non-Traditional Learning 19
- Readmission of Former Students 20

Financial Information 22
- College Expenses 22
- Residency Classification for Tuition Purposes 22
- Refund Policies 23
- Tuition Waivers 24
- Financial Aid 24
- Student Insurance 25

Campus Life 26
- Student Government Association 26
- Student Activities 26
- Alumni Association 26

Student Services Information 27
- Career Development 27
- Cooperative Education 28
- Counseling Services 28
- Faculty Advisement 29
- Fort Bragg/Pope AFB Off Campus Programs 29
- Health Services 29
- Job Placement 29
- Students with Disabilities 29
- Student Housing 30

Academic Life 31
- Academic Policies 31
- Grading Procedures 34
- Developmental Grading System 36
- Standards of Progress 36
- General Competencies for Graduates 37
- Honors and Awards 37
- Requirements for Graduation 38

Student Rights, Responsibilities and Judicial Procedures 39
- Student Rights 39
- Student Code of Conduct 40
- Computer Use Guidelines 41
- Possession of Weapons on Campus 41
- Smoking on Campus 44
- Disciplinary Action 44
- Student Grievance Policy and Procedure 48

Student Records 50
- Student Rights and Privacy Act-Information Statement 50

Learning Technologies 52
- Distance Education 52
- Success Center 52
- Library 53

Continuing Education 55
- Basic Skills 55
- Occupational Extension Education 57

Curriculum Programs 61

Course Descriptions 202

Faculty and Staff 350

Index 360

Campus Map 364

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES

Dr. Marye J. Jeffries, Board Chair
Mr. Charles J. Harrell, Vice Chairman
Ms. Mary L. Talley, Secretary

Name	*Expiration Date*	*Appointed By*
Mrs. Mary L. Talley	June 30, 2007	Governor
Mrs. Esther Thompson	June 30, 2008	Governor
Mr. J. Gary Ciccone	June 30, 2009	Governor
Mr. Charles J. Harrell	June 30, 2010	Governor
Mr. William S. Wellons, Jr.	June 30, 2007	Board of County Commissioners
Mr. Thornton W. Rose	June 30, 2008	Board of County Commissioners
Mr. Harry F. Shaw	June 30, 2009	Board of County Commissioners
Ms. Lula G. Crenshaw	June 30, 2010	Board of County Commissioners
Dr. Mike W. Choe	June 30, 2007	School Board by Governor
Dr. Marye J. Jeffries	June 30, 2008	School Board
Mrs. Susie S. Pugh	June 30, 2009	School Board
Mr. Charles E. Koonce	June 30, 2010	School Board
Mr. L. Stacy Weaver, Jr.		Board Attorney

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 2006. 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.

Admissions	678-8473
Academic Program Areas	
Business	678-8466
College Transfer and General Education	678-8467
Health	678-8264
Engineering/Public Service/Applied Technology	678-8338
Co-op Education	678-8453
Counseling	678-8419
Financial Aid	678-8242
Health Services (Nurse)	678-8450
Information	
Student Services	678-8419
Continuing Education	678-8386
Job Placement	678-8418
Learning Resources Center	678-8305
Library	678-8247
Registrar	678-8476
Spring Lake Campus	678-1000
Switchboard	678-8400
Testing	678-8417
Veterans' Services	678-8395

ACADEMIC CALENDAR
Revised - February 28, 2007

	Curriculum		Continuing Education
Summer Semester 2007	**8-Week Main Campus, Spring Lake Campus & Fort Bragg**		**Summer**
STAR Registration	04/23/07 - 05/14/07		
Advisor Assisted Registration	04/23/07 - 05/14/07		06/11-29/07
New Student Registration	05/09/07		
Open/Late Registration	05/14/07		
Schedule Correction	05/14/07		
Orientation	05/09/07		
Classes Begin	05/16/07		07/09/07
Last Day to Add	05/14/07		
Spring Inc Grades Due	07/12/07		
Last Day to Request Refund	05/21/07		
Student Holidays/Break	05/28/07, 07/04/07		07/04/07
Faculty Holidays/Leave	05/28/07, 07/04/07		07/04/07
Staff Holidays/Leave	05/28/07, 07/04/07		07/04/07
Summer Semester Exams	07/12/07		
Summer Grades Due Registrar	07/13/07		
Last Day of Term	07/12/07		08/31/07

ACADEMIC CALENDAR
Revised - February 2, 2007

	Curriculum	Curriculum Accelerated Sessions		Continuing Education
Fall Semester 2007-2008	**16-Week Main Campus & Spring Lake Campus**	**Session 8-1 Main Campus, Spring Lake Campus & Fort Bragg**	**Session 8-2 Main Campus, Spring Lake Campus & Fort Bragg**	**Fall**
Faculty Return Staff Return	08/13/07	08/13/07		
Faculty/Staff Prof. Development				
STAR and Advisor Assisted Registration	06/11/07 - 08/10/07	06/11/07 - 08/10/07	10/03-04/07	08/13–31/07
New Student Registration	08/01/07	08/01/07		
Open/Late Registration	08/08-09/07, 08/11/07	08/08-09/07, 08/11/07	10/10-11/07	09/10–22/07
Schedule Correction	08/14/07	08/14/07	10/18/07	
Orientation	08/01/07	08/01/07		
Classes Begin	08/15/07	08/15/07	10/18/07	09/10/07
Last Day to Add	08/16/07	08/15/07	10/18/07	
Summer Inc Grades Due		09/19/07		
Last Day to Request Refund	08/24/07	08/20/07	10/23/07	
Student Holidays/Break	09/03/07, 10/11-17/07 & 11/22-24/07 12/17/07-1/8/08	09/03/07	11/22-24/07	11/22-23/07
Faculty Holidays/Leave	09/03/07, 10/11-15/07, 11/22-24/07 & 12/20/07 - 01/01/08	09/03/07	11/22-24/07	11/22-23/07
Staff Holidays/Leave	09/03/07, 11/22-23/07 & 12/21/07 - 01/01/08	09/03/07	11/22-24/07	11/22-23/07
Fall Semester Exams	12/12-14/07	10/10/07	12/14/07	
Fall Grades Due Registrar	12/17/07	10/11/07	12/17/07	
Last Day of Term	12/14/07	10/10/07	12/14/07	12/14/07

ACADEMIC CALENDAR
Revised - February 2, 2007

	Curriculum	Curriculum Accelerated Sessions		Continuing Education	
Spring Semester 2007- 2008	**16-Week Main Campus & Spring Lake Campus**	**Session 8-3 Main Campus, Spring Lake Campus & Fort Bragg**	**Session 8-4 Main Campus, Spring Lake Campus & Fort Bragg**	**Spring I**	**Spring II**
Faculty Return Staff Return	01/02/08 01/02/08	1/02/08 1/02/08		11/12-30/07	
Faculty/Staff Prof. Development				01/07–19/08	
STAR and Advisor Assisted Registration	11/19/07 - 12/18/07 & 01/02-03/08	11/19/07 - 12/18/07 & 01/02-03/08	03/12-13/08		03/10-28/08
New Student Registration	12/04/07	12/04/07		08/13/07 – 08/31/07	
Open/Late Registration	12/05-06/07 & 01/05/08, & 01/07/08	12/05-06/07 & 01/05/08, & 01/07/08	03/17-19/08		04/07-19/08
Schedule Correction	01/08/08	01/08/08	03/17/08		
Orientation	12/04/07	12/04/07			
Classes Begin	01/09/08	01/09/08	03/13/08	01/07/08	04/07/08
Last Day to Add	01/10/08	01/09/08	03/13/08		
Fall Inc Grades Due	03/05/08	02/06/08	04/15/08		
Last Day to Request Refund	01/18/08	01/18/08	03/18/08		
Student Holidays/Break	01/21/08 03/06-12/08 03/21-24/08	01/21/08	03/21-24/08	03/21/08	05/26/08
Faculty Holidays/Leave	01/21/08 03/6-10/08 03/21-24/08	01/21/08	03/21-24/08	03/21/08	05/26/08
Staff Holidays/Leave	01/21/08 03/21/08	01/21/08	03/21/08	03/21/08	05/26/08
Spring Semester Exams	05/07-09/08	03/5/08	05/09/08		
Spring Grades Due Registrar	05/12/08	03/06/08	05/12/08		
Last Day of Term	05/09/08	03/05/08	05/09/08	03/20/08	06/28/08
Curriculum Graduation	05/22/08				

ACADEMIC CALENDAR
Revised - February 2, 2007

	Curriculum		Continuing Education
Summer Semester 2008	**8-Week Main Campus, Spring Lake Campus & Fort Bragg**		**Summer**
STAR and Advisor Assisted Registration	04/21/08 - 05/13/08		
New Student Registration	05/15/08		
Open/Late Registration	05/15/08		
Schedule Correction	05/15/08		
Orientation	05/15/08		
Classes Begin	05/14/08		
Last Day to Add	05/14/08		
Spring Inc Grades Due	07/14/08		
Last Day to Request Refund	5/19/08		
Student Holidays/Break	05/26/08, 07/04/08		
Faculty Holidays/Leave	05/26/08, 07/04/08		
Staff Holidays/Leave	05/26/08, 07/04/08		
Summer Semester Exams	07/10/08		
Summer Grades Due Registrar	07/11/08		
Last Day of Term	07/10/08		

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 150.7-acre campus with a physical plant of over 877,806 square feet and has a full-time faculty and staff of 703 people, an enrollment of over 10,000 curriculum students, and a total operating budget of over 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 Tony Rand 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. In the summer of 2004, the Spring Lake Campus opened and provided opportunities for students who reside in northern Cumberland County. The Harry F. Shaw Virtual Learning Center and the Horticulture Educational Center was opened in Fall 2005. 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 affordable 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 life-long learning and strives to prepare students for further workforce and educational experiences.

FTCC identifies the educational needs of applicants and assists students in satisfying these needs at a minimal expense. Each adult who applies will be admitted to a program appropriate to his/her abilities and interests. The College is in partnership with the public school system through 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
Approved as Amended:
Board of Trustees, February 2006

INSTITUTIONAL CHARTER AND ACCREDITATIONS

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

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

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

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

UNITED STATES DEPARTMENT OF EDUCATION

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

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

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

PROGRAM ACCREDITATIONS AND ASSOCIATIONS

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

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

1. Civil Engineering Technology
2. Electronics Engineering Technology

AIR CONDITIONING CONTRACTORS OF AMERICA

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

AMERICAN BAR ASSOCIATION

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

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

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

AMERICAN DENTAL ASSOCIATION

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

AMERICAN SOCIETY FOR ENGINEERING EDUCATION (SOUTHEASTERN SECTION)

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

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

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

COMMITTEE ON ACCREDITATION FOR RESPIRATORY CARE (CoARC)

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

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

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

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

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

NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC)

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

NORTH CAROLINA APPRAISAL BOARD

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

Introduction to Real Estate Appraisal

Valuation Principles and Procedures

Application of Residential Property Valuation

Introduction to Income Property Appraisal

Advanced Income Capitalization Procedures

Application of Income Property Valuation

NORTH CAROLINA BOARD OF NURSING

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

NORTH CAROLINA DEPARTMENT OF INSURANCE

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

NORTH CAROLINA STATE BOARD OF MORTUARY SCIENCE

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

NORTH CAROLINA REAL ESTATE COMMISSION

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

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

NORTH CAROLINA STATE BOARD OF CERTIFIED PUBLIC ACCOUNTANT EXAMINERS

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

THE NCCCS' ACCOUNTABILITY MEASURES

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 2004-2005 school year.

1. Progress of Basic Skills Students

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

2. Passing Rates of Licensure and Certification Exams

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

3. Goal Completion for Program Completers and Non-Completers

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

4. Employment Status of Graduates

NCCCS Benchmark: At least 95% of graduates will be employed within 1 year of graduation or continuing their education. FTCC Performance: FTCC met this standard.

5. Performance of College Transfer Students

NCCCS Benchmark: 86.8% obtaining an overall GPA of 2.0 or higher after completing one academic year at the public university. FTCC Performance: FTCC did not meet 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: There will be no statistically significant difference in the performance of developmental students as compared to non-developmental students in subsequent college level classes. FTCC Performance: FTCC met this standard. 5.Student Satisfaction of Completers and Non-completers NCCCS Benchmark: At least 90% of the responding completers (graduates) and non-completers will indicate satisfaction with the quality of college programs and services. FTCC Performance: FTCC met this standard.

8. Curriculum Student Retention and Graduation

NCCCS Benchmark: At lest 60% 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. FTCC Performance: FTCC met this standard.

9. 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.

10. Client Satisfaction with Customized Training

NCCCS Benchmark: At least 90% 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 INFORMATION

Assessment and Evaluation of Students

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

Entry assessment scores will be used for course level placement. Each of the three skill areas of English, reading and mathematics are independent of each other. A student may place at the college level in one or more areas. 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 or diploma.
2. Prior to registration for the first session if a Dual Enrollment student.
3. Prior to registration for any course which has a specific entry assessment score as a prerequisite.

Entry assessment scores may not be more than three years old.

Entry Assessment

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

1. The student has attended a regionally accredited institution (RAI) in which English was the language of instruction and has successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.
2. The student holds an associate's or bachelor's degree from a RAI in which English was the language of instruction and has successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.
3. The student's official college transcript is evaluated for select courses to substantiate completion of prerequisites when the student is enrolled in another college or university and has applied to Fayetteville Tech for "special credit" status.
4. The student's official FTCC record indicates that he or she is enrolled for job improvement or in selected curriculum courses with no intent to earn 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 to complete and is available days and evenings.

Accuplacer Test Preparation available for free through Continuing Education.

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

   Director of Admissions
   FTCC
   P. O. Box 35236
   Fayetteville, NC 28303-0236.

2. Applicants must submit an application form, including a residency statement.

3. Applicants must be high school graduates as verified on an official high school transcript.

   a. A state equivalency certificate or GED test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.

   b. A high school transcript is not required if the applicant submits an official college/university transcript showing the award of associate's degree or higher from a regionally accredited institution(s). Exception: Health program applicants and military veterans are required to submit an official high school transcript.

   c. High school students who are concurrently enrolled in college courses must submit an official yet partial high school transcript in lieu of the final high school transcript. Upon high school graduation, an official final high school transcript is required.

4. College/University from a regionally accredited institution(s) transcripts are required if an applicants wishes to:

   Apply for veterans' benefits*
   Apply for health programs
   Have previous college credits evaluated for transfer credit or validation of prerequisites at Fayetteville Technical Community College
   Be exempt from the College's mathematics, English, and computer assessment requirements.

*Students requesting approval for certification of VA educational benefits must provide copies of form DD214 for evaluation of military experience.

5. Each applicant is scheduled for the FTCC placement assessment. 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.

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 to enroll in certain courses. The identification of prerequisite requirements will be through normal test results and/or transcript evaluation.

7. Disposition of Applications for Admissions Files. Generally, the staff will destroy incomplete applications and applications for students not enrolling after one year.

8. Program Prerequisites

	High School Courses				Departmental Information Session**	Medical Exam***
	Algebra I	Algebra II	Biology	Chemistry		
Accounting	X	X				
Associate Degree Nursing	X		X	X	X	X
Achitectural Technology	X	X				
Civil Engineering Technology	X	X				
College Transfer (Associate in Art 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
General Education	X	X				
Industrial Management Technology	X	X				
Information Systems	X	X				
Information Systems/Network Administration & Support	X	X				
Machining Technology	X					
Nuclear Medicine Technology	X	X	X	X	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
Speech-Language Path. Asst.	X		X		X	X
Surgical Technology (Degree)	X		X		X	X
Surgical Technology (Diploma)	X		X		X	X
Surveying Technology	X	X				

* Grade of "C" or better

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

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

9. 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.

10. 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 each high school and college previously attended. It is the responsibility of the applicant to ensure the transcripts are received by the Admissions Office before the deadline.

    c. Complete all program prerequisites.*

    d. Complete the 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")

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. Quality Points will be determined by one of the two processes below:

1. College Students: 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, Nuclear Medicine Technology, 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.

2. Current High School Students: 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.

b. Participation in a departmental information session is required. Sessions will be scheduled by the College. A maximum of 15 points may be awarded based on departmental criteria.

Whether selected or not a applicants completing the departmental information session will be notified by the Admissions Office of their status by letter 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.

11. ADN Advanced Placement Option

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

a. Have a current unrestricted LPN license.

b. Meet the requirements for admission into the FTCC ADN Program.

c. Complete all related courses for ADN with an overall GPA of 2.50 or better for the previous semester(s) of entry. A grade of "C" or better is required in related courses.

d. Pass the Accelerated Challenge Exam (ACE) according to one of the following criteria:

1. For advanced placement into NUR 189 and NUR 210, the candidate must pass the Foundations of Nursing, Pediatrics, and OB sections with at least a score of 70 on each test.

2. For advanced placement into NUR 189 and NUR 130, the candidate

(a) must pass the Foundations of Nursing and Pediatrics sections with at least a score of 70 on each test, and

(b) must pass the OB section with at least a score of 60.

3. For advanced placement into NUR 189 and NUR 120, the candidate

(a) must pass the Foundations of Nursing section with at least a score of 70, and

(b) must pass the Pediatrics and OB sections with at least a score of 60.

(c) Candidates are responsible for all costs of the exam.

(d) Candidates may attempt the exam only twice.

e. Attend an interview with the chairperson of the nursing department.

f. The candidate's score on the Accelerated Challenge Exam (ACE) and the overall GPA will be used for selection.

g. The candidate must pass with 100 percent mastery

nursing skills as set forth by the nursing department.

ADMISSION OF INTERNATIONAL STUDENTS

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

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

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

Student Visa Applicants

International applicants holding an F-1 or M-1 Visa are ONLY admitted to begin their studies for the FALL SEMESTER. All paper work must be completed no later than March 1 of the year you plan to begin classes at Fayetteville Technical Community College.

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

- FTCC Application
- Preliminary Application (Form A)
- Completed financial certificate (Form B)
- Test of English as a Foreign Language (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
- Deposit of 5,000 US Dollars in your FTCC Student Account

Getting a Student Visa (F-1 or M-1)

In order to apply for an F-1 or M-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC), a Form I-20, which authorizes your study period, will be issued. A $100 *Student and Exchange Visitor Information System* (SEVIS) I-20 fee must be paid. The Form I-20 must be submitted to the U.S. Consulate in the applicant's country to apply for a visa. To obtain a non-immigrant, student visa, applicants must be able to prove the following:

- That they have strong ties to their home country by demonstrating their intention to return home (In other words, applicants do not plan to immigrate permanently to the U.S.)
- That they have sufficient funds to pay for their financial needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.
- That they have legitimate intentions to study full time and gain education and training which will be useful in their home country. After receiving an F-1 or M-1 Visa from the U.S. consulate, applicants are eligible to come to the U.S. and "apply" for entry. An Immigration Inspector at the border (usually the airport) will decide if applicants may enter by looking for proof of the above criteria once again. Therefore, applicants may be asked to show financial documentation again, or to prove study plans. Applicants must show their I-20.

English Proficiency

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

Test of English as a Foreign Language
Box 899
Princeton, New Jersey 08540 USA

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

Financial Information

As part of the admission process to Fayetteville Technical Community College and before F-1 or M-1 Visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of

study in the United States. **The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.**

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

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

Employment

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

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

Period of Authorized Stay

Admission to the U.S. on an F-1 or M-1 Visa is for "duration of status" (D/S). This is the time estimated for program completion. During that time, students are required to make satisfactory progress each term, keep a current passport that is valid for at least six months into the future, and maintain a valid I-20.

Housing

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

Transportation

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

Full-time Requirement

International students holding an F-1 or M-1 Visa must enroll as a full-time student. College students must pass a minimum of 12 credits per term. The student should make satisfactory progress in their approved program each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Form I-20 rescinded.

Non-Student Visa and Resident Alien Applicants

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

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

NOTE: People who hold a visitor's visa (B-1) are NOT eligible to enroll in FTCC's college-level classes.

ADMISSION OF SPECIAL CREDIT STUDENTS

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

ADMISSION OF TRANSFER STUDENTS

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

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

INTERCURRICULAR TRANSFER OF CREDITS

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

CREDIT FOR NON-TRADITIONAL LEARNING

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

1. *Advanced Placement Examinations*

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

2. *Military Service Training*

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

3. *Independent Study*

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

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

Students participating in Independent Study course work will be evaluated by the assigned faculty in accordance with established grading policies. Students will be required to maintain satisfactory progress and to maintain regular contact with the

instructor. Students who withdraw or otherwise fail to complete an independent study course within the scheduled term will be dropped as of the last date of contact with the instructor.

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

4. *Industrial and Professional Training*

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

5. *Experiential Learning.*

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

6. *Proficiency Tests*

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

   a. Students who have passed a preliminary screening test given by the department chairperson may take a proficiency exam.

   b. Students must be registered for the course in order to take a proficiency exam.

   c. Proficiency exams must be taken within the first four class days of the term.

   d. Students who pass a proficiency exam at the "C" grade level or above will be assigned a "P" grade and will not be required to attend further class sessions.

   e. Veteran students and other third party recipients may not use courses passed by proficiency for the purposes of educational entitlement. Students who pass a proficiency test are encouraged to add additional curriculum courses in order to maintain full-time status.

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

7. *Tech Prep Advanced Placement*

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

8. *SOCAD*

   Fayetteville Technical Community College is a Serviceman's Opportunity College (SOC) and supports the concept that military personnel should be encouraged to begin their post-secondary education while serving their country. FTCC also participates in the SOCAD network with many degree programs available. For further information on SOC/SOCAD policies, contact the FTCC Ft. Bragg Office, 678-1070.

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 to be registered until fees are paid.

Estimated costs* for an academic year (nine months) are shown below. Estimates are based on the 2006-2007 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:

* $632.00 per semester or $1,264.00 (2 terms)
Under 16 hours: *$39.50 per credit hour

Out-of-State Tuition:

*$3,512.00 per semester or $7,024.00 (2 terms)
Under 16 hours: *219.50 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, Tony Rand Student Center, Room 132.
3. All students are charged a student support services fee of $14.00 for fall and SPRING SEMESTERs and $10.00 for summer term. This fee covers the cost of student accident insurance, health services, student government activities, and other student-related activities.
4. Once a semester, each student is charged a technology fee of $16.00, which covers the cost of software, hardware, and lab support.
5. All prospective graduates will be charged a graduation fee of $25.00. There is a fee of $10 for each additional program area.
6. A replacement fee of $5.00 will be charged for lost or stolen ID cards.

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

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

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

Responsibilities of the Student Relative to Residency Classification

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

action including, but not necessarily limited to, cancellation of enrollment. If it is determined that, in fact, you have become a nonresident, the effective date of change in applicable tuition rates shall be the next term following the date of change in facts which required the change in classification, unless you are deemed eligible to further enjoy the in-state tuition rate under the statutory twelve-month grace period. If you claim eligibility as a member of the Armed Forces or a dependent relative of such a member to be charged the in-state tuition rate under G.S. 116-143.3, you must submit the appropriate application prior to initial enrollment or re-enrollment for which you claim the tuition benefit. You must submit the application prior to each successive academic year of enrollment.

3. North Carolina laws require that each student supply all information requested relative to residency classification for tuition purposes. Failure to do so would result in classification as a nonresident for tuition purposes. This process must be completed before the term of enrollment begins.

REFUND POLICIES

1. Tuition Refunds

   a. A 100 percent refund shall be made if the student officially withdraws **prior to the first day of class(es) of the academic semester or term** as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

   a. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.

Examples to refund when dropping and adding classes:

Drop/Add with No Penalty After Class(es) Has Started:

After the class(es) has started, students should complete all drop/add transactions in one process. If a student change(s) or drop(s) class(es), of equal hours during the same computer transaction, no additional cost will be incurred.

Drop/Add with a 75% Refund After Class(es) Has Started:

If the number of hours dropped are greater than the number of hours added, the 75% refund policy will apply to the tuition cost for the hours dropped.

EXAMPLE of a Drop/Add During the Same Transaction:

Student drops MAT 161 class (a 5 credit hour course) and adds an ENG 111 class (a 3 credit hour course). Thus the student has dropped two credit hours more than he or she added. The student will only receive a 75% refund of the tuition for the 2 excess hours dropped.

EXAMPLE of a Drop/Add NOT in the Same Transaction:

Student drops MAT 161 (a 5 credit hour course). The Student returns at a later time and adds ENG 111 (a 3 credit hour course). Thus because not completed in the same transaction, the student will receive a 75% refund for the tuition of the MAT 161 class and will pay the full tuition for the ENG 111 class.

   c. For classes beginning at times other than the first week (seven calendar days) of the semester or term a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

   d. To comply with applicable federal regulations regarding refunds, federal regulations

supersede the state refund regulations stated in this Rule.

e. Military Students. A full refund of tuition and fees shall be granted to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements

10856.Financial Aid Recipients – Federal Return of Title IV Funds for Complete Withdrawals

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

3. 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.

d. Military Students. When military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements, the College shall buy back textbooks through the colleges' bookstore operations to the extent possible. The College will use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

TUITION WAIVERS

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. As long as there is not a break in enrollment, 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 Tony Rand Student Center or on our website at www.faytechcc.edu.

STUDENT INSURANCE

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

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

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

CAMPUS LIFE

STUDENT GOVERNMENT ASSOCIATION

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

STUDENT ACTIVITIES

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

The Alumni Association of Fayetteville Technical Community College was officially founded in November 1984. The purpose of the organization is to foster a mutually beneficial relationship between the College and its graduates. Each member enjoys the benefits of continued use of campus resources such as the library and job placement, the receipt of a newsletter, and involvement in cultural and social activities on campus. There is a $10.00 membership fee.

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

STUDENT SERVICES INFORMATION

STUDENT SERVICES OFFICES

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

1. Admissions
   8:00 a.m. to 7:00 p.m., Monday – Thursday*
   8:00 a.m. to 6:00 p.m., Friday*
2. Career Center
   8:00 a.m. to 5:00 p.m., Monday— Wednesday and Friday
   8:00 a.m. to 7:00 p.m., Thursday
3. Counseling Services
   8:00 a.m. to 7:00 p.m., Monday – Thursday*
   8:00 a.m. to 6:00 p.m., Friday*
4. Financial Aid
   8:00 a.m. to 6:00 p.m., Monday 8:00 a.m. to 5:00 p.m., Tuesday, Wednesday, and Friday
   8:00 a.m. to 1:00 p. m., Thursday
5. Fort Bragg, Pope Air Force Base and Spring Lake Campus Student Services
   8:00 a.m. to 5:00 p.m., Monday – Friday
6. Graduate Job Placement
7. Health Service
8. New Student Orientation
9. Placement and Cooperative Education
9. Recruitment
10. Registration
11. Special Population Services
12. Student Activities
    8:00 a.m. to 5:00 p.m.
    Additional hours during registration
13. Testing
14. Veterans' Services

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

Registration and Records

8:00 a.m. to 7:00 p.m., Monday – Thursday 8:00 a.m. to 6:00 p.m., Friday

Special Populations

8:00 a.m. to 7:00 p.m., Monday 8:00 a. m. to 5:00 p.m., Tuesday – Friday

Spring Lake Campus

8:00 a.m. to 6:00 p.m., Monday – Thursday
8:00 a.m. to 5:00 p.m., Friday

Testing

8:00 a.m. to 5:00 p.m., Tuesday, Thursday, and Friday
8:00 a.m. to 7:00 p.m., Monday and Wednesday

Veterans Services Office

8:00 a.m. to 6:00 p.m., Monday
8:00 a.m. to 5:00 p.m., Tuesday - Friday

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

** Additional evening hours are scheduled as needed to assist students with registration and other services.

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

CAREER DEVELOPMENT

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

COOPERATIVE EDUCATION

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

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

COUNSELING SERVICES

The counseling staff, located in the Tony Rand 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.

CURRICULUM REGISTRATION AND RECORDS

The Curriculum Registration and Records Office is responsible for all student and prospective student academic records at Fayetteville Technical community College.

The Office is located in Room 114 of the Tony Rand Student Center. The staff is a caring group of people who are here to assist students with registration, drop-add, name and address changes, and requests for copies of their FTCC academic transcript. Access to student records is governed by the Family Educational Rights and Privacy ACT (FERPA).

FACULTY ADVISEMENT

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

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

HEALTH SERVICES

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

JOB PLACEMENT

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

OFF-CAMPUS PROGRAMS

FTCC offers three full service off-campus sites to meet the educational needs of its military and civilian communities in northern Cumberland County. The Fort Bragg Education Center is located on the corner of Knox and Randolph Streets and offers 9-week classes in the evenings and weekends at nearby Erwin Elementary School, Albritton Middle School and the soldier Development Center. The Spring Lake Campus, located on Laketree Boulevard, off North Bragg Boulevard and Odell Road, offers 8 and 9-week day and evening classes, also leading to the diploma, certificate and degree. Qualified professional staff are available at each site to provide a full compliment of one-stop quality customer services for the student's admission and registration convenience.

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:

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.

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.

Students must arrange to provide supporting documentation upon request. Federal regulations obligate the student to provide information on identifying appropriate and effective auxiliary aids.

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.

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.

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.

THE CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

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

ACADEMIC LIFE

ACADEMIC POLICIES AND PROCEDURES

Credits

All curricular students receive semester-hour credit for courses which they successfully complete.

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 Degree, Associate in Science Degree, Associate in Applied Science Degree, Associate Degree in General Education, the Diploma, and the Certificate upon successful completion of curricular requirements.

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.

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

Course Repeat Policy

A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt through the appropriate Dean, a third and final attempt may be granted based on documented major extenuating circumstances. When a course is repeated, the last grade earned (A, B, C, D, F, WF and U) 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 (W), 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," "WF," or "U") 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. Exceptions may be approved through the appropriate health department chairperson and through the Dean of Health Programs.

Effective: Fall term 2001

Revised: February 2003

Course Repeat Procedures

These procedures apply to all students who have taken curriculum courses numbered 100 and above at FTCC.

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

A student may petition to the Associate Vice President for Curriculum Programs in writing 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: fewer than 9 credit hours)* Freshman: A student who has fewer than the number of semester hours required for the first two terms in his or her major. Sophomore: A student who has accumulated credits of 30 or more total credit hours in his or her major.

* ***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.***

Academic Course Load: The maximum course load for any academic term ranges from 12 to 23 semester hours. Any request for exception to the academic course load maximum must be evaluated by your Academic Dean. When extenuating circumstances exist, the Dean may grant you special permission to deviate from the course load maximum.

The College reserves the right to limit the number of credit hours in which you can enroll if you need developmental studies courses or if you are placed on academic probation.

Schedule Adjustments and Withdrawals

A. If the class has not met, students may add a class within the first two school days of 16-week classes and one day for 8-week.

Facts to consider when dropping and adding classes:

Drop/Add with No Penalty After Class(es) Has Started:

After the class(es) has started, students should complete all drop/add transactions in one process. If a student change(s) or drop(s) class(es), of equal hours during the same computer transaction, no additional cost will be incurred.

Drop/Add with a 75% Refund After Class(es) Has Started:

If the number of hours dropped are greater than the number of hours added, the 75% refund policy will apply to the tuition cost for the hours dropped.

EXAMPLE of a Drop/Add During the Same Transaction:

Student drops MAT 161 class (a 5 credit hour course) and adds an ENG 111 class (a 3 credit hour course). Thus the student has dropped two credit hours more than he or she added. The student will only receive a 75% refund of the tuition for the 2 excess hours dropped.

EXAMPLE of a Drop/Add NOT in the Same Transaction:

Student drops MAT 161 (a 5 credit hour course). The Student returns at a later time and adds ENG 111 (a 3 credit hour course). Thus because not completed in the same transaction, the student will receive a 75% refund for the tuition of the MAT 161 class and will pay the full tuition for the ENG 111 class.

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 and the action is effective as of that date.

2. Administrative Withdrawal

   a. He or she ceases attending class. Students who are absent for more than 20 percent of the scheduled class sessions may be dropped from the class rolls.

   b. He or she fails to attend class prior to the 10 percent point of the term (census date). A student who registers for a class(es) and never attends class is a "no show". This constitutes an adminsistrative withdrawal and is effective per the census date for the term. A grade "W*" will be assigned.

   c. He or she completes the minimum objectives stated for the class or transfers to another class.

C. A student may drop a class with the following results:

   1. A student may drop as late as the 30 percent date of the term without penalty. The transcript will indicate a "W."

   2. A student who drops between the 30 percent date of the term and the 80 percent date will receive a grade of "WP" or "WF" depending on the student's average in the class at the time of the withdrawal.

   3. Course requirements/tests missed in the remainder of the class will be averaged into the final grade as zero.

D. A student who wishes to withdraw must complete a "Registration Change" form, have it approved and initialed by the faculty member, and present it to the Registrar before an official withdrawal can be recorded. Failure to comply with this procedure will result in a grade of "F."

E. A student who is 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 may receive a failing grade for the course and may jeopardize a student's right to re-enroll at a later date.

G. Students who withdraw or drop from any portion of a course (classroom, lab, clinic or shop) will be dropped from the entire course.

A.Students who receive Financial Aid or VA Educational benefits should confer with personnel in those offices before dropping classes or withdrawing from the College.

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. Attendance may be taken separately in each portion of a course (i.e., class, lab, clinic, shop). Missing 20 percent of any portion of a course may result in administrative withdrawal.

Students who add a course after the first day of the class are responsible for all materials covered from the beginning of the course. Classes missed prior to a student's late enrollment in a course are included in the calculation of absences. Instructors are encouraged to refer students with excessive absences to the Counseling Office.

Each student is expected to attend class regularly--at least 80 percent of all scheduled contact hours.

If absences exceed 20 percent, the faculty member may drop the student from the course at any point during the term, or if the student is performing acceptably, he or she may be allowed to continue in the course under conditions set by the instructor.

Tardy students interrupt 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.

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.

Each student dropped may submit a request through the Director of Counseling for review by the Student Appeals Committee.

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.

Students who receive Financial Aid or VA Educational benefits should confer with personnel in those offices regarding the impact of attendance on their eligibility for financial assistance.

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	0 grade point
	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 the student has registered for the course and after a preliminary screening test is given by the department chairperson. The grade equates to a "C" or better. This process must be completed within the first two days of the sixteen-week course and the first day 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 two days of the sixteen-week course and the first day of an eight or a nine-week course. Developmental classes may not be audited. To receive the AU, the student must meet all course requirements. This grade is permanent and can not be converted to a letter grade.

S (Satisfactory) is the grade given for the successful completion of ACA 111. The grade equates to a "C" or better.

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 ACA 111 and remedial courses.

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

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

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

Students will receive their grades in the mail. 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 in all courses completed including prerequisite courses.

DEVELOPMENTAL COURSE GRADING SYSTEM

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

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

STANDARDS OF PROGRESS

Academic Standards

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

Academic Probation

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

1. Major GPA and/or cumulative GPA is below 2.0.
2. Failure to successfully complete 50 percent of credit hours attempted for two consecutive terms.
3. 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.
4. 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. (See "Select Programs Progress Standards.")

Removal from Academic Probation

To be removed from Academic Probation, a student must attend mandatory counseling sessions and achieve a major GPA of 2.0 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).

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 current student must 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. Current students who do not wish to continue in the same program and returning (i.e. for one term or more) students must apply for readmission through the Director of Admissions. Students may also be readmitted to the college by redirection of program through counseling. These students 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 placed on academic suspension.

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. This process must be completed prior to the end of drop/add.

Progress Standards for Select Programs

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

Associate Degree Nursing - 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.

Nuclear Medicine Technology - C or better in all major and science 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.

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 problem 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 or 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 or 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 semester to honor students with a perfect grade point average. Requirements are:

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

Dean's List

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

Requirements are:

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

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 and have a minimum 3.5 average.

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.
- 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 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 behaviour 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; or 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 to use such alarm or equipment.
12. Gambling.
13. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or any 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) 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. Students must not engage in any activity which is disruptive to orderly classroom instruction including, without limitation, taking cell phone or pager calls. Students are therefore required to disengage all such devices when present in a classroom or other instructional areas.
23. This Student Code of Conduct is not all-inclusive. Other conduct which is disruptive may be subject to appropriate sanctions.

Computer Use Guidelines

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

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

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

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities.
2. FTCC students may use any computer software licensed to the College for instructional purposes. This software will be available for use in the designated Open Computer Lab on a first-come first-served basis. Priority may be given to students currently registered for classes requiring computer use.
3. An access account assigned to an individual must not be used by others. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family or co-workers to use the account is a serious violation of these guidelines.
4. All computer software is protected by the federal copyright law and most is proprietary and protected by legal licensing agreements in addition to the copyright law. The user is responsible for being aware of the licensing restrictions for the software used on any system.
5. Individuals shall not engage in activities which damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, and overloading networks with excessive data.
6. Individuals shall not monopolize or misuse system resources, for example, by requesting multiple copies from printers or by playing games.
7. Individuals shall not create, display, transmit or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language and/ or material, including broadcasting unsolicited messages or sending unwanted mail.
8. Individuals shall not intentionally access or damage systems or information such as College records, or use any system for illegal activities.
9. Failure to follow the acceptable use guidelines may result in the suspension or revoking of access accounts or other College disciplinary action.

Possession of Weapons on Campus

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

The following applies:

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

3. Students who violate the law will be suspended immediately for a minimum of one full term. A student is identified as any person currently enrolled in continuing education class (es), or curriculum class (es), whether the person is an adult or a minor.

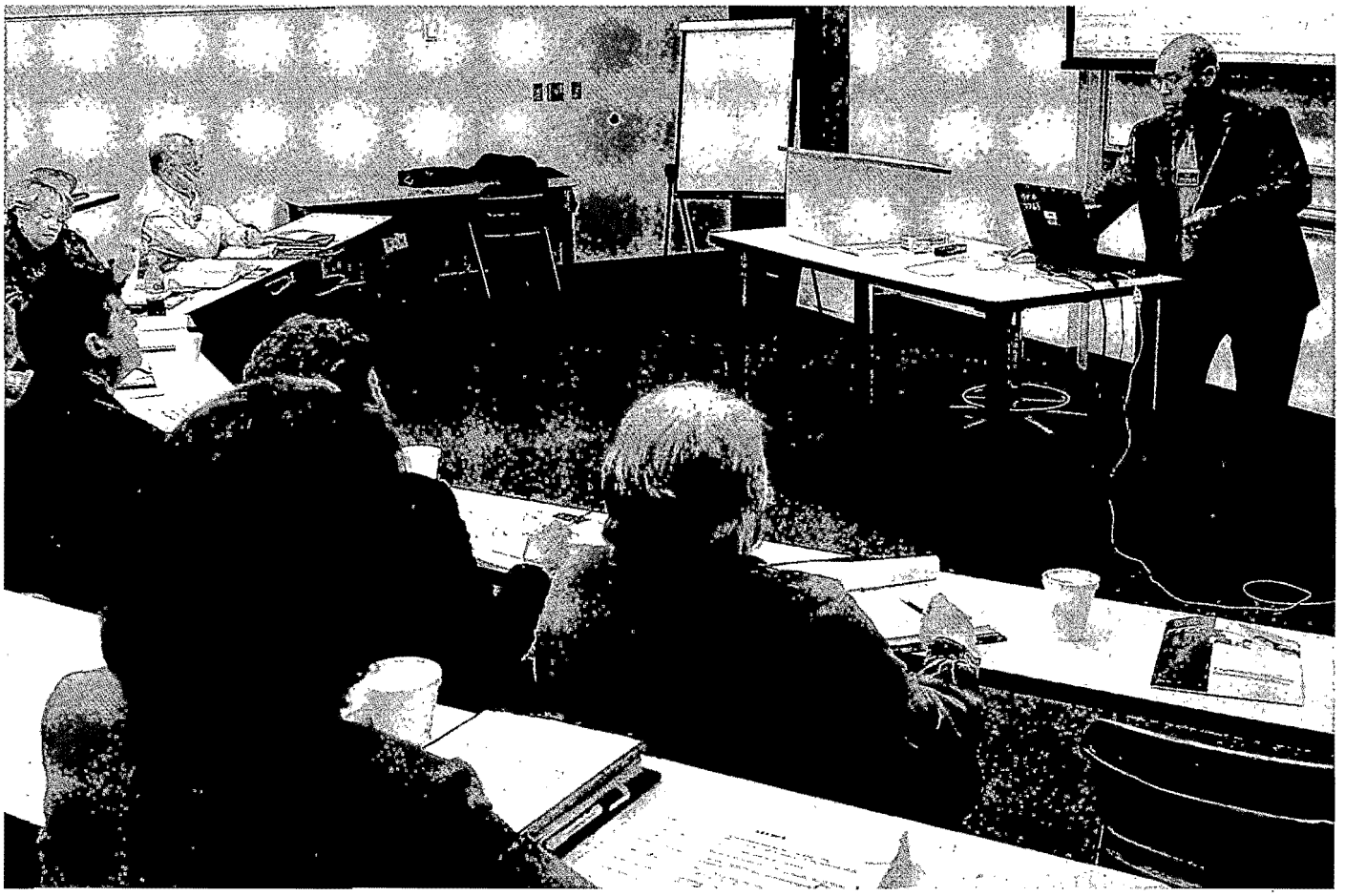
4. Students in violation of this policy may be placed on permanent expulsion when one of the following occurs:

   a. possession of a firearm on campus

   b. repeat offense on campus or any FTCC class site, activity, or program

   c. subsequent conviction of a violation of the law

   d. use of a weapon to harm or threaten another individual



Smoking on Campus

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

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

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 change to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.

3. **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership with any college or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate SUSPENSION.

4. **Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.

5. **Interim Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

6. **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty.

7. **Withholding grade reports, diploma, or right to register or participate in graduation ceremonies:** Imposed when financial obligations are not met.

8. **Suspension:** Exclusion from class (es), and/or all other privileges or activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the dean before returning to campus.

9. **Expulsion:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic Affairs.

10. **Group Probation:** This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of

the sentence, the charter may be revoked or activities restricted.

11. **Group Restriction:** Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

12. **Group Charter Revocation:** Removal of College recognition for a group, club, society, or other organizations for a minimum of two years after that time must be approved by the President.

APPEALS AND DUE PROCESS

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

1. The student must be informed of any charges made against him or her that may result in administrative action.

2. The student must be advised in writing of the administrative action taken.

3. The student will be advised of corrective action required.

4. The student is entitled to an appeal as herein provided. The appeals process described in the subsequent paragraphs must be followed.

5. The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

Admissions Decisions

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

Attendance Problems

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

1. Appeals of attendance decisions should be made first to the department chairperson and then to the program area dean. Further appeals of administrative withdrawal from class for attendance will be made in writing no later than five (5) college days to the FTCC Student Appeals Committee through the Director of Counseling.

2. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.

3. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.

4. Students placed on suspension for attendance problems may be allowed to continue attending class until the appeal has been resolved.

Grades

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

1. The student shall present the appeal to the chairperson of the department within which the protested grade was awarded. The chairperson shall, by conferring with the student and the faculty member, seek resolution by mutual agreement.

2. Failing to reach a resolution, the department chairperson will transmit the appeal to the appropriate

program area dean or director who may convene the Academic Review Committee.

3. The Academic Review Committee will consist of the convening dean or director and four faculty members appointed by the dean. If the committee affirms the faculty member's decision, the dean or director will notify in writing the faculty member, the student, and the department chairperson. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. The resulting grade must be submitted within college guidelines and may not be further appealed.

4. A grade appeal that is presented after the term immediately following the term in which the grade was earned must be presented in writing to the Associate Vice President for Curriculum Programs. The Vice President for Academic and Student Services must approve a recommendation for a grade change at this point. No grade change will be made without approval of the faculty member.

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

Academic Probation and Suspension

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

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

Appeals of decisions of the department chairperson may be made to the appropriate program area dean. All appeals must be in writing and received no later than five 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. This process must be completed prior to the end of drop/add.

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 Financial Services 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 Financial Services 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. 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. After submitting a written request and within two business days, a student may receive an unofficial copy of his or her transcript. Requests received during the registration period will require 10 business days. Upon submitting a written request, official transcripts will be forwarded to other colleges, universities and agencies. No fee will be charged for records provided and/or forwarded to another institution or agency.

2. State of Rights - Operating under the premise that the educational process is a cooperative venture between the student and FTCC, this policy emphasizes the following rights of students:

   a. to inspect and review their educational records

   b. to exercise limited control over other people's access to their educational records

   c. to seek to correct their educational records in a hearing if necessary

   d. to report violations of FERPA to the Family Education Rights and Privacy Act Office-Department of Education

   e. to be informed about their FERPA rights

3. FTCC designates the following personally identifiable information contained in student records as Directory Information:

   - name
   - curriculum
   - enrollment status
   - dates of enrollment
   - degree received
   - mailing address
   - e-mail address(es)

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

4. Students may petition the Registrar to amend or correct any part of the educational record which the student believes is inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if FTCC decides not to alter it according to the student's requests.

5. Students may file a complaint with the FERPA Office, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201, if FTCC violates the FERPA or this policy.

6. Students may obtain copies of the FERPA by making a request to the U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, or by accessing the following websites: 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 social security card). Out-of-town and/or distance learning students may fax or send a copy of the document to the Registrar's Office.

STUDENT RIGHTS 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

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:

- Directory Information Records,
- Limited Access Records, and
- 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.

LEARNING TECHNOLOGIES

The Learning Technologies Division is composed of the following staff and departments that provide support to all areas of the College:

- Administrative Services and Support
- Distance Learning
- FTCC Webmaster
- Success Center
- Library
- Media Services

ADMINISTRATIVE SERVICES AND SUPPORT

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

DISTANCE LEARNING

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

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.

eArmyU 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://earmyu.com.

FTCC WEBMASTER

The maintenance of the FTCC Homepage is the responsibility of the College's Webmaster. It is kept up to date through collaborative efforts between the Webmaster and individual staff members in other departments who are charged with providing current information about specific programs and services.

These three departments within the Learning Technologies Division provide direct support to students, as well as to faculty and staff:

- Success Center
- Library
- Media Services

SUCCESS CENTER

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

Success Center instructors provide *individualized, supplemental instruction* to students in a wide range of subjects, including English, mathematics, science, and business-related courses such as accounting. Instructors also guide students in the use of the many resources available in the Center, including Small Group Instruction Rooms, course-specific computer software, audiovisual aids, and printed materials such as instructor-developed "hand-outs." These hand-outs are continually reviewed and revised to supplement current classroom instruction.

The Success Center is available free-of-charge to any student enrolled in any Curriculum (college credit) or Developmental Studies course at FTCC. The student must bring a current, valid FTCC Curriculum Student ID Card to enroll and to use the Center's resources. Individuals may also enroll in the Success Center as Continuing Education (non-college credit) students if they wish to:

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

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

Success Center instructors are available to answer questions and keep students on track with the materials and methods selected to assist and instruct them.

Assistance may include:

- the use of a CD, videotape, and/or an audiotape
- the use of a worksheet ("handout"), a textbook, and/or other printed materials
- the use of a computer program and/or Internet resources
- a Success Center instructor providing one-on-one or small group instructional assistance
- Learning Technologies 49
- a combination of the above

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

The Success Center is open from 8:00 am to 9:00 pm Monday thru Thursday, and from 8:00 am until 5:00 pm on Friday (closing at 1:00 pm on Fridays during the Summer).

The Success Center is located on the second floor of the Harry F. Shaw Virtual College Center, Room 232.

LIBRARY

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

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

Many of the specialized services that are available from the library can be accessed through the Library Home Page (www.faytechcc.edu/library). Here one can find the "Ask a Librarian" link for brief reference questions. The Library's homepage also has a link to NCKnows. Using this site, students have access to reference librarians 24/7. A Virtual Reference Link, enables patrons to use a large collection of online reference materials like dictionaries, thesauruses, and atlases. Links to the electronic databases are found on the Library Home Page. The Automated Catalog is accessible from the homepage. This catalog (CCLINC) is the guide to the Library's collection of books and the audiovisual materials available on the FTCC campus. CCLINC is also a window to 43 other North Carolina Community Colleges. In addition to viewing other library collections, one can also place a hold to borrow books from other community colleges. These book(s) arrive in about a week and can be picked up at the Circulation desk. To accomplish this Interlibrary Loan, a patron needs to have a library barcode affixed to his or her FTCC ID card.

Upstairs, a lab with twenty scholar's computer workstations is available to students. A smaller lab with six computers is in the downstairs Reference Room. Each of the workstations can search the Internet, send e-mail, use the electronic databases, access Blackboard, and word process. These computers are networked to a free laser printer.

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

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

Staff members are available to help patrons find the information they seek. The Paul H. Thompson Library is open from 7:45 am to 9:00 pm Monday thru Thursday, and until 7:00 pm on Friday. Hours vary during semester breaks. The Library is also open from 10:00 am to 1:00 pm on the last seven Saturdays of each semester.

MEDIA SERVICES

The Media Services Group within the Learning Technologies Division provides full-service video, audio, photographic, and web design services for faculty, staff and administrators at FTCC. The Media Services organization utilizes the latest in digital video, audio, and photographic technology hardware

and software to provide the highest quality production services available anywhere.

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

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

Web page design is the newest service available through the FTCC Media Services Group. This service includes all aspects of the design including Flash animations, graphics, photos, and even posting.

The Media Services Group is located on the first floor of the Harry F. Shaw Virtual College Center. The Check Out Inventory Desk, located in Room 123, is open from 8:00 am until 5:00 pm, Monday through Friday.

CONTINUING EDUCATION

GENERAL

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

Directory of Services

Areas

Continuing Education is divided into the following areas:

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

Purposes

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

Basic Skills Education

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

Adult Basic Skills Program

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

Adult High School Diploma Program (AHS)

The Adult High School Diploma is a course of studies in 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 Cumberland County Board of Education.

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

ABE & GED Correspondence

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

Basic Skills Online

Provides an additional opportunity for adults who are unable to attend regular classes. The curriculum is available on-line using SkillsTutor.com so students can improve their core academic skills and/or prepare for the GED tests using the Internet. Lessons are available in reading, writing, math, language arts, algebra and science. Individualized instruction, diagnostic testing, prescription assignments and automatic reporting are incorporated.

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

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 Advance, 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, 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 Program

In-Plant courses provide employers an option to the traditional classroom setting by providing skills training to individuals at their assigned workstation in the manufacturing facility. The In-Plant Training Program is designed to develop entry-level skills for new employees or to retrain current employees whose jobs have changed due to new equipment, processes, or products.

New and Expanding Industry Program

The New and Expanding Industry Program provides customized training support to new or existing industries that are creating new jobs in Cumberland County. This program is designed to reduce the costs of training newly hired employees in a manufacturing plant.

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 consists of education in the areas of Law Enforcement, Emergency Medical, Emergency 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.

Emergency Rescue Technician

Emergency 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's Immunization policy. 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 a high school diploma or GED and comply with FTCC's immunization policy. There may be other expenses incurred during this course. The NA-II program requires a student to be a licensed NA-I.

Law Enforcement Training

The Law Enforcement Training office offers training programs designed to enhance the performance of certified law enforcement officers, law enforcement supervisors, law enforcement chief executive officers, detention officers, jail administrators, telecommunicators, and security officers by providing quality training courses. The office is committed to offering timely, relevant and professional training utilizing the guidelines mandated by The North Carolina Criminal Justice Education and Training Standards Commission, The North Carolina Sheriff's Education and Training Standards Commission and the Private Protective Services Board of the North Carolina State Bureau of Investigation. "Professionalism through Education and Training" is the motto of The Law Enforcement Training office.

The objective of this office is to offer the most timely and effective training available. The office adds new course offerings in response to contemporary training demands. Federal, state and local departments are contacted by Law Enforcement Training staff members in order to ascertain current crime trends. The findings are incorporated into existing courses, which are continually updated and revised to present the most current legal and practical application training to the student.

All instructional staff utilized by the Law Enforcement Training office are certified trainers with many years of practical experience and are considered subject matter experts in their respective areas.

Courses are offered on the main campus of Fayetteville Technical Community College, law enforcement agencies, Ft. Bragg, Pope Air Force Base, and other selected locations within Cumberland County.

The Basic Law Enforcement Training Academy (BLET) allows the admission of students interested in pursuing a law enforcement career as a police officer or deputy sheriff in the State of North Carolina. An intensive application process precedes a student's acceptance into this course. The course is 648 hours in length and is offered in two formats, a full time academy (16 weeks) and a part time academy (9 months). At the conclusion of the course, the student must pass the North Carolina Law Enforcement Officer Certification Examination, administered by the North Carolina Education and Training Standards Commission, for successful course completion.

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 education 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!

CURRICULUM LIST

Accounting (A25100)
Advertising and Graphic Design (A30100)
Air Conditioning, Heating and Refrigeration Technology (A35100)
 Air Conditioning, Heating and Refrigeration (D35100)
 Basic Air Conditioning, Heating and Refrigeration (C35100)
Architectural Technology (A40100)
 Architectural Engineering Construction CAD (C40100C1)
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 Fine Arts (A10200)
Associate in General Education (A10300)
Associate in Science (A10400)
 Pre-major in Biology and Biology Education (A1040A)
 Pre-major in Chemistry and Chemistry Education (A1040B)
 Pre-major in Mathematics (A1040E)
 Pre-major in Mathematics and Mathematics Education (A1040F)
Auto Body Repair (D60100)
 Basic Autobody Repair (C60100C1)
Automotive Systems Technology (A60160)
 Automotive Electrical/Electronics Systems Certificate (C60160C4)
 Automotive Engine Performance Certificate (C60160C2)
 Automotive Power Trains Certificate (C60160C3)
 Automotive Suspension, Brakes, and Heating/Air Conditioning Certificate (C60160C1)
 Medium/Heavy Truck Maintenance Certificate (C60160C5)
Basic Law Enforcement Training (C55120)
Biotechnology (A20100)
Building Construction Technology (A35140)
Business Administration (A25120)
 Small Business Management Certificate (C25120C2)
 Small Business Startup Certificate (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)
 Marketing and Retailing Management Certificate (C2512FC1)
Business Administration – Operations Management (A2512G)
 Logistics Management Certificate (C2512GC1)
 Total Quality Management Certificate (C2512GC2)
Business Administration – Public Administration (A2512H)
Carpentry (D35180)
 General Contractor's License Preparation (C35180C1)
Civil Engineering Technology (A40140)
Community Spanish Interpreter (A55370)
 Facilitator Certificate (C55370C1)
 Spanish Language Certificate (C55370C2)
Computer Information Technology (A25260)
 Computer Technologies Certificate (C25260C1)
 Hardware and Software Certificate (C25260C3)
 Linux Certificate (C25260C2)
Computer Programming (A25130)
 COBOL Programming (C25130C1)
 C++ Programming (C25130C2)
 JAVA Programming (C25130C5)
 RPG Programming (C25130C3)
 Visual Basic Programming (C25130C4)
Cosmetology (D55140)
Criminal Justice Technology (A55180)
 Criminal Justice Technology Dual Enrollment FSU (A55180A)
Criminal Justice Technology/Latent Evidence (A5518A)
 Criminal Justice Technology/Latent Evidence (C5518AC1)
Criminal Justice Technology/Financial Crime/Computer Fraud (A5518B)
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 Certificate (C55220C4)
- Infant/Toddler Care Certificate (C55220C5)
- Lateral Entry Teacher Certificate (C55220C6)

Early Childhood Associate/Dual Enrollment with FSU (A55220A)

Early Childhood Associate/Special Education (A5522A)

Early Childhood Associate/Teacher Associate (A5522B)
- Early Childhood Associate/Teacher Associate Diploma (D5522B)

Electrical/Electronics Technology (A35220)
- Electrical/Electronics Technology (D35220)

Electronics Engineering Technology (A40200)
- Electronics Engineering Technology (D40200)

Emergency Medical Science (A45340)
- Emergency Medical Science (D45340)
- Emergency Medical Science (C45340)

Emergency Medical Science Bridging (A4534B)

Emergency Preparedness Technology (A55420)

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)
- Horticulture Science Certificate (C1524AC2)

Hotel & Restaurant Management (A25240)
- Hotel and Restaurant Management Certificate (C25240C1)

Information System Security (A25270)

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

Medical Office Administration (A25310)
- Medical Office Administration Certificate (C25310C1)

Networking Technologies (A25340)
- Cisco Networking Certificate (C25340C3)
- Microsoft Networking Certificate (C25340C1)
- Novell Networking Certificate (C25340C2)

Nuclear Medicine Technology (A45460)
- Nuclear Medicine Technology (D45460)

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

Paralegal Technology (A25380)

Paralegal (D25380)

Pharmacy Technology (D45580)

Phlebotomy (C45600)

Physical Therapist Assistant (A45620)

Plumbing (D35300)
- Evening Basic Plumbing(C35300C1)

Postal Service Technology (A55340)
- Postal Service Technology (C55340C1)

Practical Nursing (D45660)

Radiography (A45700)

Respiratory Care (A45720)

Speech–Language Pathology Assistant (A45730)

Surgical Technology (A45740)
- Surgical Technology (D45740)
- Surgical Technology (Bridging) (D45740B)

Surveying Technology (A40380)

WEB Technologies (A25290)
- Server Side Web Programming Certificate (C25290C5)
- Web Back-Office Certificate (C25290C4)
- Web Basics Certificate (C25290C1)
- Web Management Certificate (C25290C3)
- Web Programming Certificate (C25290C2)

Welding (D50420)
- Evening Basic Welding Technology (C50420C1)

ACCOUNTING A25100

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

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

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

Awards

Associate Degree: Accounting (A25100)

Length of Program: 5 Semesters

Prerequisite: 2 units of Algebra

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Qualified students may 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 upon approval of the Department Chairperson and Co-op Director.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Ron O'Brien
Telephone Number:	(910) 678-8512
Office Location:	Cumberland Hall, Room 377V
Email:	obrienr@faytechcc.edu
Department Office:	Cumberland Hall, Room 377
Telephone:	(910) 678-8292 FTCC
Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $15,080.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 11/10/06

ACCOUNTING (A25100)
Effective: Fall 2006
Revised: 04/04/06

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
	Totals	15	4	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Accounting	3	2	0	4
ACC131	Federal Income Taxes	2	2	0	3
BUS116	Business Law II	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
OST122	Office Computations	1	2	0	2
	Totals	14	8	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC225	Cost Accounting	3	0	0	3
CTS230	Advanced Spreadsheet	2	2	0	3
	Totals	5	2	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC150	Accounting Software Appl	1	2	0	2
ACC220	Intermediate Accounting I	3	2	0	4
ACC226	Adv Managerial Accounting	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
ENG114	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
ACC221	Intermediate Accounting II	3	2	0	4
BUS225	Business Finance	2	2	0	3
BUS228	Business Statistics	2	2	0	3
COM 231	Public Speaking	3	0	0	3
ENG115	Oral Communication	3	0	0	3
	Major Elective	3	0	0	3
	Totals	13	6	0	16

TOTAL REQUIRED CREDITS.... 75

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.

ADVERTISING AND GRAPHIC DESIGN A30100

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

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

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

Awards

Associate Degree: Advertising and Graphic Design (A30100)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Qualified students may take up to six (6) credit hours of Cooperative Education in lieu of six (6) credit hours of other required courses upon approval of the Department Chairperson and Co-op Director.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Ricci Fuller
Telephone Number:	(910) 678-8231
Office Location:	Virtual College Center, Room 230
Email:	fullerr@faytechcc.edu
Department Office:	Virtual College Center, Room 230
Telephone:	(910) 678-8347 FTCC
Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 90% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $18,997.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 04/04/06

ADVERTISING & GRAPHIC DESIGN (A30100)

Effective: Fall 2006
Revised: 04/04/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ART111	Art Appreciation	3	0	0	3
GRD110	Typography I	2	2	0	3
GRD117	Design Career Exploration	2	0	0	2
GRD121	Drawing Fundamentals I	1	3	0	2
GRD141	Graphic Design I	2	4	0	4
GRD151	Computer Design Basics	1	4	0	3
	Totals	12	13	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
GRD142	Graphics Design II	2	4	0	4
GRD152	Computer Design Tech I	1	4	0	3
GRD160	Photo Fundamentals I	1	4	0	3
GRD265	Digital Print Production	1	4	0	3
MKT220	Advertising & Sales Promotion	3	0	0	3
	Totals	11	16	0	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD131	Illustration I	1	3	0	2
GRD282	Advertising Copywriting	1	2	0	2
GRD285	Client/Media Relations	1	2	0	2
	Totals	3	7	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
ENG115	Oral Communication	3	0	0	3
GRD153	Computer Design Tech II	1	4	0	3
GRD241	Graphic Design III	2	4	0	4
MAT115	Mathematical Models	2	2	0	3
	Major Elective	4	0	0	4
	Totals	12	10	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD242	Graphic Design IV	2	4	0	4
GRD271	Multimedia Design I	1	3	0	2
GRD280	Portfolio Design	2	4	0	4
PSY118	Interpersonal Psychology	3	0	0	3
	Major Elective	3	0	0	3
	Totals	11	11	0	16

TOTAL REQUIRED CREDITS.... 76

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.

A/C, HEATING AND REFRIGERATION TECHNOLOGY A35100

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

Awards

Associate Degree: A/C, Heating & Refrigeration Technology (A35100)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: A/C, Heating & Refrigeration Technology (D35100)

Length of Program: 6 semesters

Prerequisite: High School Diploma

Certificate: Basic Air Conditioning, Heating & Refrigeration (C35100)

Length of Program: 4 Semesters

Prerequisite: High School Diploma

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

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Don Chavis
Telephone Number: (910) 678-8428
Office Location: Lafayette Hall, Room 146A
Email: chavisd@faytechcc.edu
Department Office: Lafayette Hall, Room 120
Telephone: (910) 678-8383 FTCC
Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 94% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $35,107.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

AC, HEATING & REFRIGERATION TECHNOLOGY (A35100)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ACA115	Success & Study Skills	0	2	0	1
AHR110	Intro to Refrigeration	2	6	0	5
AHR111	HVACR Electricity	2	2	0	3
AHR113	Comfort Cooling	2	4	0	4
CIS113	Computer Basics	0	2	0	1
WLD112	Basic Welding Processes	1	3	0	2
	Totals	**7/8**	**17/19**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR112	Heating Technology	2	4	0	4
AHR114	Heat Pump Technology	2	4	0	4

AHR130	HVAC Controls	2	2	0	3
AHR160	Refrigerant Certification	1	0	0	1
PHY121	Applied Physics I	3	2	0	4
	Totals	10	12	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR115	Refrigeration Systems	1	3	0	2
AHR151	HVAC Duct Systems I	1	3	0	2
AHR180	HVACR Customer Relations	1	0	0	1
	Major Elective	3	0	0	3
	Totals	6	6	0	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR210	Residential Building Code	1	2	0	2
AHR211	Residential System Design	2	2	0	3
AHR212	Advance Comfort Systems	2	6	0	4
AHR240	Hydronic Heating	1	3	0	2
ENG111	Expository Writing	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	12	13	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR133	HVAC Servicing	2	6	0	4
AHR215	Commercial HVAC Controls	1	3	0	2
AHR245	Chiller Systems	1	3	0	2
AHR250	HVAC System Diagnostics	0	4	0	2
COM231	Public speaking	3	0	0	3
ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	10	16	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.

A/C, HEATING & REFRIGERATION (D35100)

Evening/Weekend Program
Effective: Fall 2001
Revised Date: 05/28/03

This two-year evening diploma program is designed to prepare individuals for entry-level positions in the air conditioning, heating, and refrigeration field. Courses include basic hands-on training in the installation, maintenance, and repair of residential heating and air conditioning equipment. Numerous opportunities for employment as A/C, Heating and Refrigeration assistants exist throughout the area.

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR110	Intro to Refrigeration	2	6	0	5
AHR111	HVACR Electricity	2	2	0	3
	Totals	4	8	0	8

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR113	Comfort Cooling	2	4	0	4
AHR160	Refrigerant Certification	1	0	0	1
ENG111	Expository Writing	3	0	0	3
	Totals	6	4	0	8

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR130	HVAC Controls	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	5	2	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR112	Heating Technology	2	4	0	4
AHR114	Heat Pump Technology	2	4	0	4
	Totals	4	8	0	8

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR133	HVAC Servicing	2	6	0	4
AHR240	Hydronic Heating	1	3	0	2
	Totals	3	9	0	6

SUMMER SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR245	Chiller Systems	1	3	0	2
	Totals	1	3	0	2

TOTAL REQUIRED CREDITS.... 38

Co-op Option: N/A

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

Effective: Fall 1998-99
Revised: 05/17/01

This evening program is designed to prepare individuals for entry-level positions in the air conditioning, heating & refrigeration field. Courses include basic hands-on training in the installation, maintenance and repair of residential heating and air conditioning equipment. Opportunities for employment as A/C, Heating & Refrigeration assistants exist through out the area. Courses in this program can be transferred directly into the A/C, Heating & Refrigeration Technology associate degree curriculum.

Length: 4 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR110	Intro to Refrigeration	2	6	0	5
	Totals	2	6	0	5

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR112	Heating Technology	2	4	0	4
	Totals	2	4	0	4

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR113	Comfort Cooling	2	4	0	4
	Totals	2	4	0	4

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR114	Heat Pump Technology	2	4	0	4
	Totals	2	4	0	4

TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

Note: This certificate is not approved for financial aid.

ARCHITECTURAL TECHNOLOGY A40100

The Architectural Technology curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions. Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs. Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

Awards

Associate Degree: Architectural Technology (A40100)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Architectural Engineering Construction CAD (C40100C1)

Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: Qualified students may take up to three (3) credit hours of Cooperative Education upon approval of the Department Chairperson and Co-op Director.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Phyllis Bell
Telephone Number:	(910) 678-8539
Office Location:	Advanced Technology Center, Room 244
Email:	bellp@faytechcc.edu
Department Office:	Advanced Technology Center, Room 244
Telephone:	(910) 678-8458 FTCC
Web Site:	www.faytechcc.edu/atc/arc/

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other

times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $ 27,227 plus.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised 10/06/06

ARCHITECTURAL TECHNOLOGY (A40100)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ACA115	Success & Study Skills	0	2	0	1
ARC111	Intro to Arch Technology	1	6	0	3
ARC112	Constr Matls & Methods	3	2	0	4
ENG111	Expository Writing	3	0	0	3
MAT121	Algebra/Trigonometry I	2	2	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	12/13/14	10/12	0	17/18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC113	Residential Arch Tech	1	6	0	3
ARC114	Architectural CAD	1	3	0	2
ARC114A	Architectural CAD Lab	0	3	0	1
ARC131	Building Codes	2	2	0	3
ARC250	Survey of Architecture	3	0	0	3
PHY121	Applied Physics I	3	2	0	4
PSY118	Interpersonal Psychology	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Totals	13	16	0	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC220	Adv Architect CAD	1	3	0	2
ARC240	Site Planning	2	2	0	3
	Totals	3	5	0	5

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC211	Light Constr Technology	1	6	0	3
ARC221	Architectural 3-D CAD	1	4	0	3
ARC230	Environmental Systems	3	3	0	4
ARC231	Arch Presentations	2	4	0	4
COM231	Public Speaking	3	0	0	3
ENG115	Oral Communication	3	0	0	3
	Totals	10	17	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC213	Design Project	2	6	0	4
ARC235	Architectural Portfolio	2	3	0	3
ARC264	Digital Architecture	1	3	0	2
	Major Elective	2	0	0	3
	Totals	7	12	0	12

TOTAL REQUIRED CREDITS.....70

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

ARCHITECTURAL TECHNOLOGY/ ARCHITECTURAL ENGINEERING CONSTRUCTION CAD CERTIFICATE (C40100C1)

Effective: Fall 2006
Revised: 11/22/05

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

FALL SEMESTER

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

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC240	Site Planning	2	2	0	3
DFT152	CAD II	2	3	0	3
	Totals	4	5	0	6

TOTAL REQUIRED CREDITS... 12

Co-op Option: NA

Note: This certificate is not approved for financial aid.

ASSOCIATE DEGREE NURSING A45100

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

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as a member of the discipline of nursing, and 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, physician's offices, industry, and community agencies.

Awards

Associate Degree: Associate Degree Nursing (A45100)

Length of Program: 5 Semesters

Prerequisite: 1 Unit of Algebra
1 Unit of Biology
1 Unit of Chemistry

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Not Applicable

---

License or Certification Information: Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required to practice as a Registered Nurse.

Programmatic Accreditation: Accredited by: National League for Nursing, 61 Broadway, P.O. Box 2129, New York, NY 10006 1 (800) 669-1656

Approved by: North Carolina Board of Nursing, P.O. Box 2129, Raleigh, NC 27602 1 (919) 782-3211

Program Information Contact:

Curriculum Chairperson: Kathy Weeks
Telephone Number: (910) 678-8482
Office Location: Health Technology Center, Room 253-M
Email: weeksk@faytechcc.edu
Department Office: Health Technology

	Center, Room 253
Telephone:	(910) 678-8392 FTCC
Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earned an average salary of $38,873.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/17/06

ASSOCIATE DEGREE NURSING (INTEGRATED) (A45100)

Effective: Fall 2006
Revised: 10/03/05

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
ACA111	College Student Success	1	0	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
NUR110	Nursing I	5	3	6	8
PSY150	General Psychology	3	0	0	3
	Totals	12	6	6	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
NUR120	Nursing II	5	3	6	8
PSY241	Developmental Psych	3	0	0	3
	Totals	11	6	6	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
NUR130	Nursing III	4	3	6	7
	Totals	4	5	6	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO275	Microbiology	3	3	0	4
ENG111	Expository Writing	3	0	0	3
NUR210	Nursing IV	5	3	12	10
	Totals	11	6	12	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*ENG115	Oral Communication	3	0	0	3
*COM231	Public Speaking	3	0	0	3
NUR220	Nursing V	4	3	15	10
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	10	3	15	16

TOTAL REQUIRED CREDITS.... 72

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

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

*It is recommended that students take COM231 instead of ENG115.

*ACA 115 is strongly recommended for students bridging into the ADN program.

ASSOCIATE IN ARTS A10100

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

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

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

Awards

Associate Degree: Associate in Arts (A10100)

Length of Program: 4 Semesters

Prerequisite: High School Diploma,
Algebra I,
Algebra II

Diploma: Not Applicable

Certificate: Not Applicable

Associate in Arts **,Pre-Majors**
Fayetteville Technical Community College has
15 pre-majors available in the area of Associate in Arts.

Pre-major in Business Administration (A1010B)
Pre-major in Business Education
Pre-major in Criminal Justice (A1010D)
Marketing Education (A1010C)
Pre-major in Elementary Education, Middle Grade,
Pre-major in English (A1010E)
Special Education (A1010P)
Pre-major in English Education (A1010F)
Pre-major in Health Education (A1010G)
Pre-major in History (A1010H)
Pre-major in Nursing (A1010I)
Pre-major in Physical Education (A1010J)
Pre-major in Political Science (A1010K)
Pre-major in Psychology (A1010L)
Pre-major in Social Science Secondary Education (A1010M)
Pre-major in Social Work (A1010Q)
Pre-major in Sociology (A1010N)

Cooperative Education Requirements/Opportunities: Not authorized for this program.

License or Certification Information: None Required

Program Information Contact:

Division Chairperson:	Larry Hogan
Telephone Number:	(910) 678-8302
Office Location:	Horace Sisk, Room 616A
Email:	hoganl@faytechcc.edu
Department Office:	Horace Sisk, Room 616
Telephone:	(910) 678-8295 FTCC
Web Site:	www.faytechcc.edu
Division Chairperson:	Rose Kulich
Telephone Number:	(910) 678-8270
Office Location:	Cumberland Hall, Room 378A
Email:	kulichr@faytechcc.edu
Department Office:	Cumberland Hall, Room 378
Telephone:	(910) 678-8391 FTCC
Web Site:	www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 96% of 2005 graduate available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $28,010.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program. Revised: 10/06/06

ASSOCIATE IN ARTS (A10100)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
	History Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	0	2	0	1
	Totals	14/15	4/6	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
	Mathematics/Computer Sci/Statistics Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	0	2	0	1
	Social/Behavioral Science Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Totals	15	5	0	17

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Literature Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Major Electives	8	0	0	8
	Totals	17	0	0	17

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS... 65

Co-op Option: Not authorized for this program.

Pre-Major Associate in Arts Articulation Agreement: Business Administration (A1010B)

Effective: Fall 1998-99
Revised: 06/01/01

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ACC120	Prin of Accounting I	3	2	0	4
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
	FRE-111, GER-111 or SPA-111	3	0	0	3
	MAT-161, 171 or 175	3	0	0	3
	Totals	14	6	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Accounting II	3	2	0	4
ENG113	Literature-Based Research	3	0	0	3
PSY150	General Psychology	3	0	0	3
	MAT-263 or 271	3	0	0	3
	ART-111,116,117 or MUS-110	3	0	0	3
	Totals	15	2	0	16

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO251	Prin of Microeconomics	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	BIO111, CHM151 or PHY151	3	3	0	4
	BUS-228, MAT-151 or MAT-155	3	0	0	3
	HIS-111,112,121,122,131 or 132	3	0	0	3
	Totals	15	3	0	16

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
	BIO112, CHM152 or PHY152	3	3	0	4
POL120	American Government	3	0	0	3
	Approved PHI or REL Elective	3	0	0	3
	ENG-231, 241 or 261	3	0	0	3
	Totals	15	3	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.

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ACC120	Prin of Accounting I	3	2	0	4
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Totals	14	6	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Accounting II	3	2	0	4
CSC134	C++ Programming	2	3	0	3
ENG113	Literature-Based Research	3	0	0	3
MAT-161, MAT-171 or MAT-175		3	0	0	3
Soc/Beh. Science History Elective		3	0	0	3
	Totals	14	5	0	16

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO251	Prin of Microeconomics	3	0	0	3
BIO111C, CHM151C or PHY151C		3	3	0	4
	Hum/Fine Arts Literature Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Soc/Beh. Science Elective	3	0	0	3
	Totals	15	3	0	16

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
COM231	Public Speaking	3	0	0	3
BIO112C, CHM152C or PHY152C		3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	15	3	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.

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

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT-161, 162, 171, 175 or 263		3	0	0	3
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Humanities Elective	3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
MAT-140, 151, 155 or 165		3	0	0	3
POL120	American Government	3	0	0	3
	History Elective	3	0	0	3
	Major Elective	0	2	0	2
	Totals	17	2	0	17

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC121	Law Enforcement Operations	3	0	0	3
COM231	Public Speaking	3	0	0	3
	Natural Science Elective	3	3	0	4
	Literature Elective	3	0	0	3
	History Elective	3	0	0	3
	Totals	15	3	0	16

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC141	Corrections	3	0	0	3
	Natural Science Elective	3	3	0	4
	Humanities Elective	3	0	0	3
	Major Elective	6	0	0	6
	Totals	15	3	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.

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
	Major Elective	3	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	3
	Humanities Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 110	Introduction to Computers	2	2	0	3
ENG112	Argument-based Research	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
	Major Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
CIS-115, MAT-	140, 151, 155, 165,271 or 272	3	0	0	3
	History Elective	3	0	0	3
	Totals	17	2	0	18

FALL SEMESTER II

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

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	2	0	0	2
	Major Elective	3	0	0	3
ENG-231, 232,	241, 242, 261 or 262	3	0	0	3
	Natural Science Elective	3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	14	3	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.

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities Elective	3	0	0	3
MAT-161, 162,	171, 175 or 263	3	0	0	3
	Social/Behavioral Elective	3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-based Research	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
EDU116	Intro to Education	3	2	0	4
	Humanities Elective	3	0	0	3
	English Literature Elective	3	0	0	3
CIS-115, MAT-	151, 155, 172 or 175	3	0	0	3
	Totals	15	2	0	16

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
	Other Required Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	6	0	0	6
	Totals	15	3	0	16

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
COM231	Public Speaking	3	0	0	3
	Other Required Elective	7	0	0	7
	Natural Science Elective	3	3	0	4
	Totals	15	5	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.

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
MAT-161, 162, 171, 175 or 263		3	0	0	3
BIO-111 or CHM-151 & Lab		3	3	0	4
	Social/Behaviorals				
	History Elective	3	0	0	3
	Totals	**15**	**5**	**0**	**17**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research OR				
ENG113	Literature-Based Research OR				
ENG114	Professional Research				
	& Reporting OR	3	0	0	3
BIO-112	General Biology II				
CHM-152	General Chemistry II	3	3	0	4
HEA110	Personal Health/Wellness	3	0	0	3
MAT151	Statistics I				
MAT155	Statistical Analysis	3	0	0	3
	Humanities Elective	3	0	0	3
	Totals	**15**	**3**	**0**	**16**

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
BIO168	Anatomy and Physiology I				
	& Lab	3	3	0	4
HEA120	Community Health	3	0	0	3
	English Literature Elective	3	0	0	3
	Social/Behavioral				
	Science Elective	3	0	0	3
	Totals	**15**	**3**	**0**	**16**

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and				
	Physiology II /Lab	3	3	0	4
CIS110	Introduction to Computers	2	2	0	3
HEA112	First Aid & CPR	1	2	0	2
	Humanities Elective	3	0	0	3
	PE Elective	1	0	0	1
	Social/Behavioral				
	Science Elective	3	0	0	3
	Totals	**13**	**7**	**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.

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	Credit
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
	English Literature Elective	3	0	0	3
	History Elective	3	0	0	3
MAT-161, 162, 171, 175, or 263		3	0	0	3
	Totals	**14**	**4**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional				
	Research/Reporting	3	0	0	3
	Humanities Elective	6	0	0	6
	Social/Behavioral				
	Science Elective	6	0	0	6
CIS-115, MAT-140, 151, 155, or 165		3	0	0	3
	Totals	**18**	**0**	**0**	**18**

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
Humanities Elective		3	0	0	3
	Major Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral				
	Science Elective	3	0	0	3
	Totals	**15**	**3**	**0**	**16**

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	11	0	0	11
	Natural Science Elective	3	3	0	4
	Totals	**14**	**3**	**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

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	English Literature Elective	3	0	0	3
MAT-161, 162, 171, 175, or 263		3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO168	Anatomy and Physiology I&Lab	3	3	0	4
ENG112 or ENG113 or ENG114	Argument-Based Research / Literature-Based Research / Professional Research & Reporting	3	0	0	3
PSY281	Abnormal Psychology	3	0	0	3
MAT-151 or MAT-155		3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Totals	15	0	0	16

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II&Lab	3	3	0	4
CHM151	General Chemistry I&Lab	3	3	0	4
COM231	Public Speaking	3	0	0	3
	Humanities Elective	6	0	0	6
	Totals	15	6	0	17

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175 or BIO275	General Microbiology & Lab / Microbiology & Lab	2 / 3	2 / 3	0	3 / 4
CHM152	General Chemistry II&Lab	3	3	0	4
PSY241	Developmental Psychology	3	0	0	3
SOC213	Sociology of the Family	3	0	0	3
	Humanities Elective	3	0	0	3
	Totals	14/15	5/6	0	16/17

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.

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
MAT-161, 162, 171, 175 or 263		3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112 Argument-Based Research or ENG113 Literature-Based Research or ENG114	Professional Research/Reporting	3	0	0	3
PED110 Fit and Well for Life		1	2	0	2
CIS-115, MAT-140, 151,155,165		3	0	0	3
	Humanities Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Approved PE Elective	0	2	0	1
	Totals	13	4	0	15

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	English Literature Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
	Approved PE Elective	0	2		1
	Totals	15	5	0	17

SPRING SEMESTER II

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

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
MAT-140, 161, 162, 171, 175 or 263		3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
ENG112 or ENG113 or ENG114	Argument-Based Research / Literature-Based Research / Professional Research/Reporting	3	0	0	3
POL120	American Government	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Totals	14	5	0	16

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	English Literature Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
	Totals	15	3	0	16

SPRING SEMESTER II

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

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112 or ENG113 or ENG114	Argument-Based Research / Literature-Based Research / Professional Research/Reporting	3	0	0	3
BIO-110 or BIO-111 & Lab		3	3	0	4
CIS-115, MAT-151, 155,162,172,175		3	0	0	3
	Humanities Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Totals	15	3	0	16

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
	English Literature Elective	3	0	0	3
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Totals	14	5	0	16

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Major Electives	14	0	0	14
	Totals	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.

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
HIS131	American History I	3	0	0	3
MAT161	College Algebra	3	0	0	3
POL120	American Government	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO151	Survey of Economics	3	0	0	3
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research/Reporting	3	0	0	3
HIS132	American History II	3	0	0	3
CIS-115, MAT-151, 155,162,172,175		3	0	0	3
	Humanities Elective	3	0	0	3
	Totals	15	0	0	15

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
GEO111	World Regional Geography	3	0	0	3
HIS-111 or 121		3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Totals	15	3	0	16

SPRING SEMESTER II

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

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	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
MAT-161, 162,171,175, or 263		3	0	0	3
	Humanities Elective	3	0	0	3
	History Elective	3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research & Reporting	3	0	0	3
CIS-115, MAT140, 151,155,165		3	0	0	3
	Natural Science Elective	3	3	0	4
SOC-213, 220, 225 or 240		3	0	0	3
	Totals	14	5	0	16

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	English Literature Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Major Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Totals	15	3	0	16

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities Elective	3	0	0	3
	Major Elective	11	0	0	11
	Social/Behavioral Elective	3	0	0	3
	Totals	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.

Pre-Major Associate in Arts **Articulation Agreement: 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

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
ART 111, 114, 115 or MUS 110		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
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO111	General Biology I	3	3	0	4
ENG113	Literature-Based Research	3	0	0	3
CIS110, MAT140, or MAT161		3	0	0	3
	Humanities Elective (See Ed Plan)	3	0	0	3
SOC210 or SOC225		3	0	0	3
	Totals	15	3	0	16

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
CHM or PHY course		3	3	0	4
	Elective (See Ed Plan)	3	0	0	3
ENG 131, 231, 232, or 233		3	0	0	3
	Social/Behavioral Elective (See Ed Plan)	3	0	0	3
	Totals	15	3	0	16

SPRING SEMESTER II

Prefix No.	Title	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
	Totals	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 varies based on Education needs. See Educational Plans for recommended course selection.

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	Credit
ACA115	Success & Study Skills	0	2	0	1
COM231	Public Speaking	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	15	2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO111	General Biology I	3	3	0	4
ENG113	Literature-Based Research	3	0	0	3
POL120	American Government	3	0	0	3
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Totals	15	3	0	16

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO112	General Biology II	3	3	0	4
CIS110	Introduction to Computers	2	2	0	3
MAT151	Statistics	3	0	0	3
	English Literature Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	14	5	0	16

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities Elective	6	0	0	6
	Major Elective	11	0	0	11
	Totals	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.

ASSOCIATE IN FINE ARTS A10200

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

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

Awards

Associate Degree: Associate in Fine Arts (A10200)

Length of Program: 5 Semesters

Prerequisite: High School Diploma, Algebra I, Algebra II

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Not authorized for this program.

License or Certification Information: None Required

Program Information Contact:

Division Chairperson:	Larry Hogan
Telephone Number:	(910) 678-8302
Office Location:	Horace Sisk, Room 616A
Email:	hoganl@faytechcc.edu
Department Office:	Horace Sisk, Room 616
Telephone:	(910) 678-8295 FTCC
Web Site:	www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are

available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: None available at this time. Average Salary of Graduates: None available at this time.

ATTENTION: If you have missed a fall or SPRING SEMESTER, you must see a counselor to be readmitted into your program. Revised: 10/06/06

ASSOCIATE IN FINE ARTS (A10200)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisites: High School Diploma, Algebra I, Algebra II
Award: Associate in Fine Arts

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
ART114	Art Survey I	3	0	0	3
ART121	Design I	0	6	0	3
ART131	Drawing I	0	6	0	3
	Mathematics Elective	3	0	0	3
	Totals	9/10	12/14	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
ART115	Art Survey II	3	0	0	3
ART122	Design II	0	6	0	3
	Natural Sciences Elective	3	3	0	4
	Social/Behavioral Sciences Elective	3	0	0	3
	Totals	12	9	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	Social/Behavioral Sciences Elective	3	0	0	3
	Social/Behavioral Sciences Elective	3	0	0	3
	Totals	6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	9	0	0	9
	Totals	15	0	0	15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	9	0	0	9
	Totals	12	0	0	12

TOTAL REQUIRED CREDITS... 65

Co-op Option: Not authorized for this program.

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 degree.

Awards

Associate Degree: Associate in General Education (A10300)

Length of Program: 4 Semesters

Prerequisite: High School Diploma, Algebra I, Algebra II

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Not authorized for this program.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Chris Diorietes
Telephone Number:	(910) 678-8443
Office Location:	Horace Sisk, Room 618G
Email:	diorietc@faytechcc.edu
Department Office:	Horace Sisk, Room 618
Telephone:	(910) 678-8237 FTCC
Web Site:	www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 96% of 2005 graduates in General Education available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in General Education in 2005 earn an average salary of $36,594.

ATTENTION: If you have missed a fall or SPRING SEMESTER, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

ASSOCIATE IN GENERAL EDUCATION (A10300)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ENG111	Expository Writing	3	0	0	3
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Natural Sciences/Mathematics	3	0	0	3
	Social/Behavioral Sciences	3	0	0	3
	Totals	**16**	**0**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
or					
ENG 114	Prof Research & Reporting	3	0	0	3
	Major Electives	10	0	0	10
	MAT-115 or higher	3	0	0	3
	Totals	**16**	**0**	**0**	**16**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	17	0	0	17
	Totals	**17**	**0**	**0**	**17**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	16	0	0	16
	Totals	**16**	**0**	**0**	**16**

TOTAL REQUIRED CREDITS.... 65

Co-op Option: 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.

Awards

Associate Degree: Associate in Science (A10400)

Length of Program: 4 Semesters

Prerequisite: High School Diploma, Algebra I, Algebra II

Diploma: Not Applicable

Certificate: Not Applicable

Associate in Science – Pre-Majors

Fayetteville Technical Community College has 4 pre-majors available in the area of Associate in Science.

Pre-major in Biology and Biology Education (A1040A)
Pre-major in Chemistry and Chemistry Education (A1040B)
Pre-major in Mathematics (A1040E)
Pre-major in Mathematics Education (A1040F)

Cooperative Education Requirements/Opportunities: Not authorized for this program.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Calton Hall
Telephone Number: (910) 678-8449
Office Location: Lafayette Hall, Room 120H
Email: hallc@faytechcc.edu
Department Office: Lafayette Hall, Room 120
Telephone: (910) 678-8383 FTCC
Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduate available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $19,356.

ATTENTION: If you have missed a fall or SPRING SEMESTER, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

ASSOCIATE IN SCIENCE (A10400)
Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
BIO111, CHM151, PHY151 or PHY251		3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	14/15	5/7	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
or					

ENG114	Prof Research & Reporting	3	0	0	3
BIO-112, CHM-152,PHY152					
	or PHY252	3	3	0	4
	History Elective	3	0	0	3
	Mathematics/Computer Sci/Statistics Elective	3	0	0	3
	Major Elective	0	2	0	1
	Social/Behavioral Science Elective	3	0	0	3
	Totals	15	5	0	17

FALL SEMESTER 2

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

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Natural Science/ Mathematics Elective	3	0	0	3
	Major Elective	6	0	0	6
	Social/Behavioral Science Elective	3	0	0	3
	Totals	15	0	0	15

TOTAL REQUIRED CREDITS.... 65

Co-op Option: Not authorized for this program.

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 Arts, Associate in Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
BIO111	General Biology I	3	3	0	4
CHM151	General Chemistry I	3	3	0	4
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
	Totals	12	8	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO112	General Biology II	3	3	0	4
CHM152	General Chemistry II	3	3	0	4
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research and Reporting	3	0	0	3
CIS-115, MAT-151, 155, 172 or 175		3	0	0	3
	Social/ Behavioral Science Elective	3	0	0	3
	Totals	15	6	0	17

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
BIO 120C or BIO 130C		3	0	0	3
BIO 120L or BIO 130L		0	3	0	1
Humanities Elective		6	0	0	6
	Social/ Behavioral Science Elective	3	0	0	3
	Totals	15	3	0	16

SPRING SEMESTER II

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

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 Arts, Associate in Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CHM151	General Chemistry I	3	3	0	4
ENG111	Expository Writing	3	0	0	3
MAT271	Calculus I	3	2	0	4
	Social/ Behavioral Science Elective	3	0	0	3
	Totals	12	5	0	14

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CHM152	General Chemistry II	3	3	0	4
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research/ Reporting	3	0	0	3
MAT272	Calculus II	3	2	0	4
	Social/ Behavioral Science Elective	6	0	0	6
	Totals	15	5	0	17

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
CHM251	Organic Chemistry I	3	3	0	4
PHY251	General Physics I	3	3	0	4
	English Literature Elective	3	0	0	3
	Humanities Electives	6	0	0	6
	Totals	15	6	0	17

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
CHM252	Organic Chemistry II	3	3	0	4
PHY252	General Physics II	3	3	0	4
COM231	Public Speaking	3	0	0	3
	Humanities Electives	3	0	0	3
	Social/ Behavioral Science Elective	3	0	0	3
	Totals	15	6	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.

Pre-Major Associate in Science Articulation Agreement: 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

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT175	Precalculus	4	0	0	4
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Social/Behavioral Elective	3	0	0	3
	Totals	16	2	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG113	Literature-Based Research	3	0	0	3
MAT271	Calculus I	3	2	0	4
	Humanities Elective	3	0	0	3
	Major Elective	4	0	0	4
	Social/Behavioral Elective	3	0	0	3
	Totals	16	2	0	17

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
MAT272	Calculus II	3	2	0	4
PHY251	General Physics I	3	3	0	4
	English Literature	3	0	0	3
	Humanities Elective	3	0	0	3
	Totals	15	5	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT273	Calculus III	3	2	0	4
PHY252	General Physics II	3	3	0	4
MAT-280 or 285		3	0	0	3
	Social/Behavioral Elective	3	0	0	3
	Totals	12	5	0	14

TOTAL CREDIT HOURS... 65

Co-op Option: Not authorized for this program.

Pre-Major Associate in Science Articulation Agreement: Mathematics Education (A1040F)
Effective: Spring 2002
Revised 06/01/01

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
COM231	Public Speaking	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT175	Precalculus	4	0	0	4
PSY150	General Psychology	3	0	0	3
History Elective		3	0	0	3
	Totals	16	2	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU116	Intro to Education	3	2	0	4
ENG113	Literature-Based Research	3	0	0	3
MAT271	Calculus I	3	2	0	4
PHY251	General Physics I	3	3	0	4
	Totals	12	7	0	15

BUSINESS ADMINISTRATION/OPERATIONS MANAGEMENT A2512G

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries. Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today=s dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

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

Awards

Associate Degree: Business Administration/Operations Management (A2512G)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Logistics Management Certificate (C2512GC1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Total Quality Management Certificate (C2512GC2)
Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: 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.

License or Certification Information: None Required

Program Information Contact:

Curriculum Coordinator:	Carl Mitchell
Telephone Number:	(910) 678-8444
Office Location:	Cumberland Hall, Room 377D
Email:	mitchelc@faytechcc.edu
Department Office:	Cumberland Hall, Room 377
Telephone:	(910) 678-8292
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months.

Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $30,000 - $75,000 depending on job location/specific position.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

BUSINESS ADMINISTRATION/OPERATIONS MANAGEMENT (A2512G)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
ISC121	Environmental Health & Safety	3	0	0	3

MAT115	Mathematical Models	2	2	0	3
OMT110	Intro to Operations Mgmt	3	0	0	3
	Totals	15/16	4/6	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
OMT153	Motivation and Evaluation	2	0	0	2
OMT156	Problem Solving Skills	3	0	0	3
	Humanities/Fine Art Elective	3	0	0	3
	Totals	16	4	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS260	Business Communication	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
	Totals	6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
DFT119	Basic CAD	1	2	0	2
ECO252	Principles of Macroeconomics	3	0	0	3
ISC131	Quality Management	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
OMT112	Materials Management	3	0	0	3
	Totals	16	2	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS239	Bus Applications Seminar	1	2	0	2
COM231	Public Speaking	3	0	0	3
or					
ENG114	Professional Research/ Reporting	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
ISC210	Oper & Prod Planning	3	0	0	3
OMT260	Issues in Operations Mgt.	3	0	0	3
	Major Elective	3	0	0	3
	Totals	16	2	0	17

TOTAL REQUIRED CREDITS.... 76

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

BUSINESS ADMINISTRATION/OPERATIONS MANAGEMENT/ LOGISTICS MANAGEMENT CERTIFICATE (C2512GC1)

Effective: Fall 2006
Revised: 04/04/06

The Logistics Management Certificate program is designed to prepare students to understand the fundamental skills in Operations and Production Management. It also is highly focused towards those skills necessary for successful job performance in the area of Logistics Management. This certificate program includes course work in computer applications, operations and production management, material management, work measurement techniques, and problem solving skills in an industrial setting. Upon completion of this program, students should be prepared for entry-level, Operations Management and/or Logistics Management positions in manufacturing, retailing, and service organizations.

Length: 2 Semesters/Classes Sequence
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS111	Basic PC Literacy	1	2	0	2
OMT110	Intro to Operations Mgmt	3	0	0	3
OMT112	Materials Management	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
	Totals	10	2	0	11

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ISC210	Oper & Prod Planning	3	0	0	3
OMT156	Problem-Solving Skills	3	0	0	3
	Totals	6	0	0	6

TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

BUSINESS ADMINISTRATION/OPERATIONS MANAGMENT/ TOTAL QUALITY MANAGMENT CERTIFICATE (C2512GC2)

Effective: Fall 2007
Revised: 10/06/06

The Business Administration Operations Management/Total Quality Management Certificate is designed to prepare students to understand the fundamental skills necessary to manage in the 21st Century workplace effectively and efficiently. It also is highly focused towards those skills necessary for successful job performance in the area of Total Quality Management, OSHA Compliance, Management of small, medium, and large organizations, Operations Management Planning. Preparing PERT Charts and Critical Path Charts to better manage managerial projects, and Business Law Concepts all managers must know, understand and comply with in a business setting. This certificate program includes course work in Total Quality Management concepts, including basic Six Sigma, operations and logistical management, Health and Safety measures required in a workplace, basic business law concepts, and general problem solving activities in a modern workplace setting. Upon completion of this program, students should be prepared for entry-level, managerial (or supervisory) positions in manufacturing, retailing, and service organizations and be able to implement Total Quality Management concepts within their managerial activities.

Length: 2 Semesters/Classes Sequence
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ISC121	Envir. Health & Safety	3	0	0	3
ISC131	Quality Management	3	0	0	3
OMT110	Intro. to Operations Mgmt	3	0	0	3
	Totals	9	0	0	9

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
	Totals	9	0	0	9

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION A2512H

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

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

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

Awards

Associate Degree: Business Administration/Public Administration (A2512H)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Not Applicable

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

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Steve Smith
Telephone Number:	(910) 678-8328
Office Location:	Cumberland Hall, Room 377C
Email:	smithst@faytechcc.edu
Department Office:	Cumberland Hall, Room 377
Telephone:	(910) 678-8292
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $27,600.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION (A2512H)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS137	Principles of Management	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
POL120	American Government	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**16/17**	**2/4**	**0**	**18**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
BUS153	Human Resource Management	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
PAD152	Ethics in Government	3	0	0	3
POL130	State & Local Government	3	0	0	3
	Totals	**17**	**2**	**0**	**18**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS260	Business Communication	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
PAD251	Public Finance & Budgeting	3	0	0	3
PAD252	Public Policy Analysis	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
PAD253	Intro to Urban Planning	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**18**	**0**	**0**	**18**

TOTAL REQUIRED CREDITS.... 76

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

CARPENTRY D35180

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

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential

planning and estimating, and other related topics. Students will develop skill through hands-on participation. Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

Awards

Diploma: Carpentry (D35180)

Length of Programs: 3 Semesters

Prerequisite: High School Diploma

Certificate: General Contractor's License Preparation (C35180C1) **Length of Program:** 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: 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.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Keith Carter
Telephone Number:	(910) 678-8475
Office Location:	Cumberland Hall Room 319
Email:	carterk@faytechcc.edu
Department Office:	Cumberland Hall Room 334
Telephone:	(910) 678-8357
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall or SPRING SEMESTER. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $35,760.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

CARPENTRY (D35180)
Effective: Fall 2007
Revised: 10/06/06

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BPR130	Blueprint Reading/ Construction	1	2	0	2
CAR110	Intro to Carpentry	2	0	0	2
CAR111	Carpentry I	3	15	0	8
CAR114	Residential Bldg Codes	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	12/13	17/19	0	19

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR112	Carpentry II	3	15	0	8
CAR115	Res Planning/Estimating	3	0	0	3
CIS113	Computer Basics	0	2	0	1
*ENG101	Applied Communications I	3	0	0	3
ISC115	Construction Safety	2	0	0	2
	Totals	11	17	0	17

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR113	Carpentry III	3	9	0	6
	Major Elective	3	0	0	3
	Totals	6	9	0	9

TOTAL REQUIRED CREDITS.... 45

*ENG-101 will not transfer to Associate Degree program. Accuplacer testing is required to take ENG-111.

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

CARPENTRY/ GENERAL CONTRACTORS LICENSE PREPARATION CERTIFICATE (C35180C1)

Effective: Fall 2007
Revised: 10/06/06

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

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BPR130	Blueprint Reading/Const	1	2	0	2
CAR110	Intro to Carpentry	2	0	0	2
CAR114	Residential Bldg Codes	3	0	0	3
	Totals	7	2	0	8

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR115	Res Planning/Estimating	3	0	0	3
ISC115	Construction Safety	2	0	0	2
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	8	0	0	8

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

CIVIL ENGINEERING TECHNOLOGY A40140

The Civil Engineering Technology curriculum program provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems. Course work includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional course work will cover the operation of computers and application software including computer-aided drafting. Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies. Awards

Associate Degree: Civil Engineering Technology (A40140)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Qualified students may take up to five (5) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Tony Hayes
Telephone Number:	(910) 678-8249
Office Location:	Advanced Technology Center, Room 244C
Email:	hayest@faytechcc.edu
Department Office:	Advanced Technology Center, Room 244
Telephone:	(910) 678-8458
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $28,624.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

CIVIL ENGINEERING TECHNOLOGY (A40140)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
EGR115	Intro to Technology	2	3	0	3
ENG111	Expository Writing	3	0	0	3
MAT121	Algebra/Trigonometry I	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	11/12	7/9	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV125	Civil/Surveying CAD	1	6	0	3
ENG114	Prof Research & Reporting	3	0	0	3
MAT122	Algebra/Trigonometry II	2	2	0	3
PHY131	Physics-Mechanics	3	2	0	4
SRV110	Surveying I	2	6	0	4
	Totals	11	16	0	17

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV110	Statics/Strength of Materials	2	6	0	4
SRV111	Surveying II	2	6	0	4
	Totals	4	12	0	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV111	Soils and Foundations	2	3	0	3
CIV210	Engineering Materials	1	3	0	2
CIV211	Hydraulics and Hydrology	2	3	0	3
CIV230	Construction Estimating	2	3	0	3
MAT223	Applied Calculus	2	2	0	3
PHY132	Physics-Elec & Magnetism	3	2	0	4
	Totals	12	16	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV222	Reinforced Concrete	2	3	0	3
CIV240	Project Management	2	3	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	5	0	0	5
	Totals	15	6	0	17

TOTAL REQUIRED CREDITS.... 75

***Co-op Option:** Qualified students may elect to take up to five (5) credit hours of Cooperative Education in lieu of a Major elective 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.

Awards

Associate Degree: Associate in Applied Science Community Spanish Interpreter (A55370)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Community Spanish Interpreter/Facilitator Certificate (C55370C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma. Students must demonstrate language proficiency to the satisfaction of the Department Chair either through appropriate course work or the appropriate level CLEP test. Students are expected to have computer and Internet skills.

Certificate: Community Spanish Interpreter/Spanish Language Certificate (C55370C2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma. Students must demonstrate language proficiency to the satisfaction of the Department Chair either through appropriate course work or the appropriate level CLEP test. Students are expected to have computer and Internet skills.

Cooperative Education Requirements/Opportunities: Students are required to take two (2) credit hour of cooperative education.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Jose Cruz
Telephone Number:	(910) 678-8456
Office Location:	Horace Sisk Building Room 611
Email:	cruzj@faytechcc.edu
Department Office:	Horace Sisk Building, Room 616
Telephone:	(910) 678-8295
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduate available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $31,000.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program. Revised: 10/06/06

COMMUNITY SPANISH INTERPRETER (A55370)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER I

Prefix No.	Title Class	Lab	Work	Exp	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduate available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $34,520.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/06

CRIMINAL JUSTICE TECHNOLOGY (A55180)

Effective: Fall 2006
Revised: 10/03/05

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
POL130	State & Local Government	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Totals	16	0	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC131	Criminal Law	3	0	0	3
CJC141	Corrections	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
	Totals	15	0	0	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	2	0	0	2
	Totals	10	2	0	11

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	3	0	0	3
CJC151	Intro to Loss Prevention	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
MAT115	Mathematical Models	2	2	0	3
or					
MAT140	Survey of Mathematics	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	14/15	2/4	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	18	0	0	18

TOTAL REQUIRED CREDITS.... 76

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 (A55180A) Dual Enrollment Agreement With Fayetteville State University

Effective: Fall 2006
Revised: 10/03/05

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
	*Major Elective	3	0	0	3
	*Major Elective	2	0	0	2
	Totals	15	0	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
	*Humanities Elective	3	0	0	3
	*Major Elective	3	0	0	3
	Totals	15	0	0	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
COM231	Public Speaking	3	0	0	3
MAT140	Survey of Mathematics	3	0	0	3
	*Major Elective	3	0	0	3
	*Major Elective	3	0	0	3
	Totals	14	2	0	15

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC131	Criminal Law	3	0	0	3
CJC132	Court Procedure & Evidence	3	0	0	3
CJC141	Corrections	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	12	0	0	12

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC151	Intro to Loss Prevention	3	0	0	3
CJC212	Ethics & Comm Relations	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
POL130	State & Local Government	3	0	0	3
PSY150	General Psychology	3	0	0	3
	*Major Elective	3	0	0	3
	Totals	18	2	0	19

TOTAL REQUIRED CREDITS.... 76

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

*See Student Educational Plan for Fayetteville State University required courses.

CRIMINAL JUSTICE TECHNOLOGY/LATENT EVIDENCE CONCENTRATION A5518A

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

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

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

Awards

Associate Degree: Associate in Applied Science Criminal Justice Technology/Latent Evidence Concentration (A5518A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Latent Evidence Certificate (C5518AC1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: 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.

License or Certification Information: None Required

Program Information Contact:

Program Coordinator:	Brad Lanier
Telephone Number:	(910) 678-8452
Office Location:	Criminal Justice Center, Room 22
Email:	lanierb@faytechcc.edu
Department Office:	Criminal Justice Center,

	Room 27A
Telephone:	(910) 678-8452
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 67% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $21,800.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

CRIMINAL JUSTICE TECHNLOGY/LATENT EVIDENCE (A5518A)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Major Elective	3	0	0	3
	Totals	17/18	2/4	0	19

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC131	Criminal Law	3	0	0	3
CJC144	Crime Scene Processing	2	3	0	3
MAT140	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
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
	Totals	6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC146	Trace Evidence	2	3	0	3
CJC221	Investigative Principles	3	2	0	4
CJC245	Friction Ridge Analysis	2	3	0	3
	Major Elective	6	0	0	6
	Totals	13	8	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
CJC246	Advanced Friction Ridge Analysis	2	3	0	3
ENG113	Literature-Based Research	3	0	0	3
	Major Elective	5	0	0	5
	Totals	13	3	0	14

TOTAL REQUIRED CREDITS.... 73

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

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

CRIMINAL JUSTICE TECHNOLOGY LATENT EVIDENCE CERTIFICATE (C5518AC1)

Effective: Fall 2003
Revised: 12/02/02

The Latent Evidence Certificate Program provides an in-depth study of current crime scene processing techniques and procedures. Topics include fingerprint classification, identification, and chemical development. This program prepares the student in the basic skills required for entry-level employment as a crime scene investigator.

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC114	Investigative Photography	1	2	0	2
CJC146	Trace Evidence	2	3	0	3
CJC245	Friction Ridge Analysis	2	3	0	3
	Totals	5	8	0	8

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC144	Crime Scene Processing	2	3	0	3
CJC244	Footwear and Tire Imprints	2	3	0	3
CJC246	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/FINANCIAL CRIME/COMPUTER FRAUD A5518B

Financial Crime/Computer Fraud is a concentration under the curriculum of Criminal Justice Technology. The curriculum is designed to prepare students for positions in the public or private sector in financial crime or computer fraud investigation.

Students will study financial criminal activity and computer investigative security procedures from a law enforcement perspective through forensic accounting and investigative computer courses.

Graduates should qualify for positions in either the public or private sector investigating fraud within financial institutions and/or computer crimes, including fraud, hacking, and identity theft.

Awards

Associate Degree: Associate in Applied Science Criminal Justice Technology (A5518B)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Not Applicable

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

License or Certification Information: None Required

Program Information Contact:

Program Coordinator:	Brad Lanier
Telephone Number:	(910) 678-8452
Office Location:	Criminal Justice, Room 22
Email:	lanierb@faytechcc.edu
Department Office:	Criminal Justice, Room 27A
Telephone:	(910) 678-8452
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are

available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 2005 Data not available. Average Salary of Graduates: 2005 Data not available.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

CRIMINAL JUSTICE TECHNOLOGY FINANCIAL CRIME/COMPUTER FRAUD CONCENTRATION (A5518B)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ACC120	Principles of Financial Acct	3	2	0	4
CIS110	Introduction to Computers	2	2	0	3
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
	Totals	14/15	4/6	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC116	Intro to Information Security	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
MAT140	Survey of Mathematics	3	0	0	3
NET110	Data Comm/Networking	2	2	0	3
	Totals	17	2	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	9	0	0	9

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC216	Computer Sys Security Invest	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
PSY150	General Psychology	3	0	0	3
	Major Elective	6	0	0	6
	Totals	15	2	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC131	Criminal Law	3	0	0	3
CJC212	Ethics & Comm Relations	3	0	0	3
CJC217	Net Security Troubleshooting	3	0	0	3
CJC249	Forensic Accounting	2	2	0	3
	Totals	11	2	0	12

TOTAL REQUIRED CREDITS.... 72

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

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

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, grade 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.

Awards

Associate Degree: Culinary Technology (A55200)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Pantry Chef (C55200C1)

Length of Program: 1 Semester

Prerequisite: High School Diploma

Certificate: Baking (C55200C2)

Length of Program: 1 Semester

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: Students are required to take three (3) credit hours of Cooperative Education.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Kay Gilbert
Telephone Number:	(910) 678-8207
Office Location:	Horace Sisk, Room 616D
Email:	gilbertk@faytechcc.edu
Department Office:	Horace Sisk, Room 616
Telephone:	(910) 678-8295
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) month.

Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $18,967.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/03/06

CULINARY TECHNOLOGY (A55200)

Effective: Fall 2002
Revised: 05/04/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
CUL110	Sanitation and Safety	2	0	0	2
CUL135	Food & Beverage Service	2	0	0	2
CUL135A	Food & Beverage Serv Lab	0	2	0	1
CUL140	Basic Culinary Skills	2	6	0	5
CUL150	Food Science	1	2	0	2
ENG111	Expository Writing	3	0	0	3
	Totals	11/12	12/14	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL160	Baking I	1	4	0	3
CUL170	Garde-Manger I	1	4	0	3
CUL240	Adv Culinary Skills	1	8	0	5
MAT115	Mathematical Models	2	2	0	3
NUT110	Nutrition	3	0	0	3
	Totals	8	18	0	17

SUMMER SEMESTER 1

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

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL120	Purchasing	2	0	0	2
CUL130	Menu Design	2	0	0	2
CUL250	Classical Cuisine	1	8	0	5
CUL250A	Classical Cuisine Lab	0	3	0	1
CUL260	Baking II	1	4	0	3
ENG114	Prof Research & Reporting	3	0	0	3
	Totals	9	15	0	16

SPRING SEMESTER 2

Prefix No.	Title Class	Lab	Clinical	Work	Exp	Credit
COE112	Co-op Work Experience I	0	0	0	20	2
COE115	Coop Work Experience SeminarI	1	0	0	0	1
ENG115	Oral Communication	3	0	0	0	3
HRM215	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)

Effective: Fall 2006
Revised: 07/18/06

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

Length: 1 Semester
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER

Prefix No.	Title Class	Lab	Work	Exp.	Credit
COE110	*World of Work	1	0	0	1
COE111	*Co-op Work Experience I	0	0	10	1
CUL110	Sanitation and Safety	2	0	0	2
CUL160	Baking I (1st 8 weeks)	1	4	0	3
CUL192	Selected Topics in Culinary Arts	2	0	0	2
CUL260	Baking II (2nd 8 weeks)	1	4	0	3
CUL280	Pastry &Confections	1	4	0	3
CUL280A	Pastry &Confections Lab	0	3	0	1
	Totals	8	15	10	16

TOTAL REQUIRED CREDITS.... 16

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

CULINARY TECHNOLOGY/ PANTRY CHEF CERTIFICATE (Garde Manger) (C55200C1)

Effective Fall: 1999/2000
Revised: 10/25/04

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, hord'oeuvres and other related topics. The program will enhance the student's cold food preparation, presentation and display skills.

Length: 1 Semester

Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL110	Sanitation and Safety	2	0	0	2
CUL140	Basic Culinary Skills	2	6	0	5
CUL170	Garde Manger I (lst 8 weeks)	1	4	0	3
CUL270	Garde Manager II (2nd 8 weeks)	1	4	0	3
	Totals	6	14	0	13

TOTAL REQUIRED CREDITS.... 13

Co-op Option: None required in this certificate program

DENTAL ASSISTING D45240

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

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

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 Law of North Carolina, graduates work in dental offices and other related areas.

Awards

Associate Degree: Not Applicable

Diploma: Dental Assisting (D45240)

Length of Program: 3 Semesters

Prerequisite: 1 unit Biology

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Not Applicable

License or Certification Information: Graduates are eligible to take the Dental Assisting National Board examination.

Program Information Contact:

Curriculum Coordinator:	Angela Simmons
Telephone Number:	(910) 678-9858
Office Location:	Health Technology Center, Room 101-H
Email:	simmonsa@faytechcc.edu
Department Office:	Health Technology Center, Room 101
Telephone:	(910) 678-9859
FTCC Web Site:	http://www.faytechcc.edu/HTC/dental-assisting/index.htm

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $24,109.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

DENTAL ASSISTING (D45240)

Effective: Fall 2007
Revised: 10/06/06

Length: 3 Semesters
Prerequisite: 1Unit Biology
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
*BIO106	Intro to Anat/Phys/Micro	2	2	0	3
*DEN100	Basic Orofacial Anatomy	2	0	0	2
*DEN101	Preclinical Procedures	4	6	0	7
*DEN102	Dental Materials	3	4	0	5
DEN111	Infection/Hazard Control	2	0	0	2
	Totals	13/14	12/14	0	20

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
*DEN103	Dental Sciences	2	0	0	2
*DEN104	Dental Health Education	2	2	0	3
*DEN105	Practice Management	2	0	0	2
*DEN106	Clinical Practice I	1	0	12	5
DEN112	Dental Radiography	2	3	0	3
*ENG102	Applied Communications II	3	0	0	3
or					
ENG111	Expository Writing	3	0	0	3
	Totals	12	7	12	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*DEN107	Clinical Practice II	1	0	12	5
*PSY101	Applied Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
	Totals	4	0	12	8

TOTAL REQUIRED CREDITS.... 47

*BIO-106, ENG-102, DEN-100, DEN-101, DEN-102, DEN-103, DEN-104, DEN-105, DEN-106, DEN-107, and PSY-101 will not transfer to Associate Degree program.

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

DENTAL HYGIENE A45260

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

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

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

Awards

Associate Degree: Dental Hygiene (A45260)

Length of Program: 5 Semesters

Prerequisite: 1 Unit of Biology 1 Unit of Algebra 1 Unit of Chemistry

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Not Applicable

License or Certification Information: Students are eligible to sit for both the National Dental Hygiene Board and the NC State Dental Hygiene Board or applicable state or regional boards.

Programmatic Accreditation: Commission on Dental Accreditation American Dental Association 211 East Chicago Avenue, Chicago, IL 60611

Program Information Contact:

Curriculum Chairperson:	Dr. James Pilgrim
Telephone Number:	(910) 678-8310
Office Location:	Health Technology Center, Room 102B
Email:	pilgrimj@faytechcc.edu
Program Coordinator:	Susan S. Ellis
Telephone Number:	(910) 678-8575
Office Location:	Health Technology Center, Room101D
Email:	elliss@faytechcc.edu
Department Office:	Health Technology Center, Room 101
Telephone:	(910) 678-9859
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $49,092.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

DENTAL HYGIENE (A45260)

Effective: Fall 2007

Revised: 10/06/06

Length: 5 Semesters
Prerequisites: 1Unit Biology, Algebra & Chemistry
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
DEN110	Orofacial Anatomy	2	2	0	3
DEN111	Infection/Hazard Control	2	0	0	2
DEN120	Dental Hyg Preclinic Lec	2	0	0	2
DEN121	Dental Hygiene Preclinic Lab	0	6	0	2
ENG111	Expository Writing	3	0	0	3
	Totals	13/14	10/12	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
DEN112	Dental Radiography	2	3	0	3
DEN124	Periodontology	2	0	0	2
DEN130	Dental Hygiene Theory I	2	0	0	2
DEN131	Dental Hygiene Clinic I	0	0	9	3
DEN222	General & Oral Pathology	2	0	0	2
PSY150	General Psychology	3	0	0	3
	Totals	13	5	9	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
DEN125	Dental Office Emergencies	0	2	0	1
DEN140	Dental Hygiene Theory II	1	0	0	1
DEN141	Dental Hygiene Clinic II	0	0	6	2
SOC210	Introduction to Sociology	3	0	0	3
	Totals	7	2	6	10

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
BIO180	Biological Chemistry	2	2	0	3
DEN123	Nutrition/Dental Health	2	0	0	2
DEN220	Dental Hygiene Theory III	2	0	0	2
DEN221	Dental Hygiene Clinic III	0	0	12	4
DEN223	Dental Pharmacology	2	0	0	2
DEN232	Community Dental Health	2	0	3	3
	Totals	10	4	15	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DEN224	Materials and Procedures	1	3	0	2
DEN230	Dental Hygiene Theory IV	1	0	0	1
DEN231	Dental Hygiene Clinic IV	0	0	12	4
DEN233	Professional Development	2	0	0	2
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	7	3	12	12

TOTAL REQUIRED CREDITS.... 75

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

EARLY CHILDHOOD ASSOCIATE A55220

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

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

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

Awards

Associate Degree: Associate in Applied Science Early Childhood Associate (A55220)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Associate Degree: Associate in Applied Science Early Childhood Associate/Dual Enrollment with FSU (A55220A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Certificate in Child Care Administration (C55220C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Certificate in Child Care Development (C55220C2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Certificate in Child Care Professional

(C55220C3)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Certificate in Family Child Care (C55220C4)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Infant/Toddler Care Certificate (C55220C5)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Lateral Entry Teacher Certificate (C55220C6)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: Students are required to take one (1) credit hour of cooperative education.

Note: Cooperative Education not available in certificate programs.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Patricia Weaver Telephone Number: (910) 678-8425 Office Location: Early Childhood Center, Room 203 Email: weaverp@faytechcc.edu Department Office: Early Childhood Center, Room 202 Telephone: (910) 678-8566 FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 98% of 2005 graduate available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $18,684.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

EARLY CHILDHOOD ASSOCIATE (A55220)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER I

Prefix No.	Title Class	Lab	Work	Exp.	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Intro to Early Child Educ.	4	0	0	4
or					
EDU111	Early Childhood Cred I	2	0	0	2
EDU131	Child, Family, & Commun	3	0	0	3
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
PSY150	General Psychology	3	0	0	3
	Totals	16/19	4/6	0	19/21

SPRING SEMESTER I

Prefix No.	Title Class	Lab	Work	Exp.	Credit
If EDU 119 has previously been taken omit EDU112 or EDU113 option.					
EDU112	Early Childhood Cred II	2	0	0	2
or					
EDU113	Family/Early Child Cred	2	0	0	2
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	17	0	0	17

SUMMER SEMESTER I

Prefix No.	Title Class	Lab	Work	Exp.	Credit
HEA112	First Aid & CPR	1	2	0	2
	Major Elective	5	0	0	5
	Totals	6	2	0	7

FALL SEMESTER II

Prefix No.	Title Class	Lab	Work	Exp.	Credit
EDU151	Creative Activities	3	0	0	3
EDU157	Active Play	2	2	0	3

EDU234	Infants, Toddlers & Twos	3	0	0	3
or					
EDU261	Early Childhood Admin I	3	0	0	3
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behavior Science Elective	3	0	0	3
	Totals	17	2	0	18

SPRING SEMESTER II

Prefix No.	Title Class	Lab	Work	Exp.	Credit
COE111	Co-op Work Experience I	0	0	10	1
EDU221	Children With Exceptional	3	0	0	3
EDU235	School-Age Dev & Program	2	0	0	2
or					
EDU262	Early Childhood Admin II	3	0	0	3
EDU271	Educational Technology	2	2	0	3
EDU280	Language & Literacy Exp	3	0	0	3
EDU298	Seminar in Early Childhood	3	0	0	3
	Totals	13/14	2	10	15/16

TOTAL REQUIRED CREDITS.... 76

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

EARLY CHILDHOOD ASSOCIATE/ CERTIFICATE IN CHILD CARE ADMINISTRATION (C55220C1)

Effective: Fall 2006
Revised: 04/04/06

This certificate will provide courses needed by the child care professional to obtain the North Carolina Early Childhood Administration Certificate (NCECA). The courses offered in this program prepare the childcare professional to be successful as an administrator in a childcare setting. Students will learn skills such as program development, rules and regulations for the state of North Carolina, staff and organizational management, public relations and community outreach, financial management, and leadership. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

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

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU119	Intro to Early Child Educ.	4	0	0	4
or					
EDU111	Early Childhood Cred I	2	0	0	2
and					
EDU112	Early Childhood Cred II	2	0	0	2
EDU144	Child Development I	3	0	0	3
EDU261	Early Childhood Admin I	3	0	0	3
	Totals	10	0	0	10

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU145	Child Development II	3	0	0	3
EDU188	Issues in Early Child Ed	2	0	0	2
EDU262	Early Childhood Admin II	3	0	0	3
	Totals	8	0	0	8

TOTAL REQUIRED CREDITS.... 18

Co-op Option: Not authorized in this program.

EARLY CHILDHOOD ASSOCIATE/ CERTIFICATE IN CHILD CARE DEVELOPMENT (C55220C2)

Effective: Fall 2005
Revised: 11/18/04

This certificate will provide a background in developmentally appropriate practices for children ages birth through eight years. Emphasis will be placed on age and individual appropriate program planning. Courses in this certificate will also focus on positive guidance techniques and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

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

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU111	Early Childhood Cred I	2	0	0	2
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU131	Child, Family, & Commun	3	0	0	3
EDU144	Child Development I	3	0	0	3
	Totals	8/10	0	0	8/10

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU112	Early Childhood Cred II	2	0	0	2
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU235	School-Age Dev & Prog	2			2
	Totals	10/12	0	0	10/12

TOTAL REQUIRED CREDITS.... 18

Co-op Option: Not authorized in this program.

EARLY CHILDHOOD ASSOCIATE/ CERTIFICATE IN CHILD CARE PROFESSIONAL (C55220C3)

Effective: Fall 2005
Revised: 11/18/04

This certificate will provide individuals interested in working in childcare programs or with children ranging in age from birth to eight years with a strong foundation of knowledge. Emphasis will be placed on: program development for children birth to eight years; positive guidance techniques; health, safety and nutrition; and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

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

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU111	Early Childhood Cred I	2	0	0	2
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU131	Child, Family, & Commun	3	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
	Totals	8/10	0	0	8/10

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU112	Early Childhood Cred II	2	0	0	2
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
EDU235	School-Age Dev & Prog	2	0	0	2
	Totals	10	0	0	10

TOTAL REQUIRED CREDITS.... 18

Co-op Option: Not authorized in this program.

EARLY CHILDHOOD ASSOCIATE/ CERTIFICATE IN FAMILY CHILD CARE (C55220C4)

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

This certificate will provide individuals interested in working in a family childcare 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.

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

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU111	Early Childhood Cred I	2	0	0	2
EDU131	Child, Family, & Commun	3	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
	Totals	8	0	0	8

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU113	Family/Early Child Cred	2	0	0	2
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
EDU235	School-Age Dev & Prog	2	0	0	2
	Totals	10	0	0	10

TOTAL REQUIRED CREDITS.... 18

Co-op Option: Not authorized in this program.

EARLY CHILDHOOD ASSOCIATE/ INFANT/TODDLER CARE CERTICATE (C55220C5)

Effective: Fall 2006
Revised: 09/13/06

This certificate will provide a background in developmentally appropriate practices for children ages birth through eight years. Emphasis will be placed on age and individual appropriate program planning. Courses in this certificate will also focus on positive guidance techniques and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

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

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU119	Intro to Early Childhood Educ.	4	0	0	4
EDU131	Child, Family & Commun	3	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
	Totals	**10**	**0**	**0**	**10**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU144	Child Development I	3	0	0	3
EDU153	Health, Safety & Nutrition	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Co-op Option: Not authorized in this program.

EARLY CHILDHOOD ASSOCIATE/ LATERAL ENTRY TEACHER CERTIFICATE (C55220C6)

Effective: Fall 2006
Revised: 10/03/06

This certificate will provide a background in developmentally appropriate practices for children ages birth through eight years. Emphasis will be placed on age and individual appropriate program planning. Courses in this certificate will also focus on positive guidance techniques and effective communication with parents, children, and the community.

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

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 131	Child, Family & Commun	3	0	0	3
EDU163	Classroom Mgt & Instruct	3	0	0	3
EDU243	Learning Theory	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU245	Policies and Procedures	3	0	0	3
EDU271	Educational Technology	2	2	0	3
PSY241	Developmental Psych	3	0	0	3
	Totals	**8**	**2**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Co-op Option: Not authorized in this program.

EARLY CHILDHOOD ASSOCIATE/DAUL ENROLLMENT WITH FSU (A55220A)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER I

Prefix No.	Title Class	Lab	Work	Exp.	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics (note: 2)	0	2	0	1
EDU131	Child, Family, & Commun	3	0	0	3
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
PSY150	General Psychology	3	0	0	3
	Totals	**14/15**	**4/6**	**0**	**17**

SPRING SEMESTER I

Prefix No.	Title Class	Lab	Work	Exp.	Credit
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	**19**	**0**	**0**	**19**

SUMMER SEMESTER I

Prefix No.	Title Class	Lab	Work	Exp.	Credit
HEA112	First Aid & CPR	1	2	0	2
	Major Elective	5	0	0	5
	Totals	6	2	0	7

FALL SEMESTER II

Prefix No.	Title Class	Lab	Work	Exp.	Credit
EDU151	Creative Activities	3	0	0	3
EDU157	Active Play	2	2	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
COM231	Public Speaking	3	0	0	3
HUM211	Humanities I	3	0	0	3
or					
HUM212	Humanities II	3	0	0	3
SOC213	Sociology of the Family	3	0	0	3
	Totals	17	2	0	18

SPRING SEMESTER II

Prefix No.	Title Class	Lab	Work	Exp.	Credit
EDU221	Children With Sp Needs	3	0	0	3
EDU235	School-Age Dev & Program	2	0	0	2
EDU271	Educational Technology	2	2	0	3
EDU280	Language & Literacy Exp	3	0	0	3
EDU298	Seminar in Early Childhood(note: 1)	3	0	0	3
and					
COE111	Co-op Work Experience I (note: 1)	0	0	10	1
	Totals	13	2	10	15

TOTAL REQUIRED CREDITS.... 76

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

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.

Awards

Associate Degree: Associate in Applied Science Early Childhood Associate/Special Education (A5522A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Students are required to take one (1) credit hour of cooperative education.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Patricia Weaver
Telephone Number:	(910) 678-8425
Office Location:	Early Childhood Center, Room 203
Email:	weaverp@faytechcc.edu
Department Office:	Early Childhood Center, Room 202
Telephone:	(910) 678-8566
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $32,800.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

EARLY CHILDHOOD ASSOCIATE/SPECIAL EDUCATION (A5522A)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Early Childhood Education	4	0	0	4
or					
EDU111	Early Childhood Cred I	2	0	0	2
and					
EDU112	Early Childhood Cred II	2	0	0	2
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
PSY150	General Psychology	3	0	0	3
	Totals	15/16	4/6	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU151	Creative Activities	3	0	0	3
SOC210	Intro to Sociology	3	0	0	3
	Totals	18	0	0	18

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA112	First Aid & CPR	1	2	0	2
Humanities Elective		3	0	0	3
	Totals	4	2	0	5

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU147	Behavior Disorders	3	0	0	3
EDU148	Learning Disabilities	4	2	0	5
EDU153	Health, Safety & Nutrition	3	0	0	3
EDU221	Children with Sp Needs	3	0	0	3
EDU259	Curriculum Planning	3	0	0	3
	Totals	16	2	0	17

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111	Co-op Work Experience I	0	0	10	1
EDU247	Physical Disabilities	3	0	0	3
EDU248	Mental Retardation	2	2	0	3
EDU271	Educational Technology	2	2	0	3
EDU280	Language & Literacy Exp	3	0	0	3
EDU298	Seminar in Early Childhood	3	0	0	3
	Totals	13	4	10	16

TOTAL CREDIT HOURS.... 74 SHC

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

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 communications skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

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

Awards

Associate Degree: Associate in Applied Science Early Childhood Associate/Teacher Associate (A5522B)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Early Childhood Associate/Teacher Associate (D5522B)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Students are required to take 2 (two) credit hours of cooperative education.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Patricia Weaver
Telephone Number:	(910) 678-8425
Office Location:	Early Childhood Center, Room 203
Email:	weaverp@faytechcc.edu
Department Office:	Early Childhood Center, Room 202
Telephone:	(910) 678-8566
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $14,274.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

EARLY CHILDHOOD ASSOCIATE/TEACHER ASSOCIATE (A5522B)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Early Childhood Education	4	0	0	4
EDU144	Child Development I	3	0	0	3
EDU151	Creative Activities	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
	Totals	15/16	4/6	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety & Nutrit	3	0	0	3
EDU216	Foundations of Education	3	2	0	4
SOC210	Intro to Sociology	3	0	0	3
	Totals	18	2	0	19

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA112	First Aid & CPR	1	2	0	2
Humanities Elective		3	0	0	3
	Totals	4	2	0	5

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111	Co-op Work Experience I	0	0	10	1
COM231	Public Speaking	3	0	0	3
EDU118	Teacher Assoc. Princ. & Pract.	3	0	0	3
EDU221	Children with Sp Needs	3	0	0	3
EDU235	School Age Dev. & Programs	2	0	0	2
EDU259	Curriculum Planning	3	0	0	3
EDU298	Seminar in Early Childhood	3	0	0	3
	Totals	17	0	10	18

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE121	Co-op Work Experience	0	0	10	1
EDU186	Reading & Writing Methods	3	0	0	3
EDU271	Educational Technology	2	2	0	3
EDU275	Effective Teacher Training	2	0	0	2
EDU280	Language & Literacy Exp.	3	0	0	3
EDU285	Internship Exper. School-Age	1	0	0	1
SOC220	Social Problems	3	0	0	3
	Totals	14	2	10	16

TOTAL CREDIT HOURS.... 76

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

EARLY CHILDHOOD ASSOCIATE/TEACHER ASSOCIATE DIPLOMA

Effective: Fall 2003
Revised Date: 05/28/03

Teacher Associate Diploma is a field of study under the curriculum title of Early Childhood Associate/Teacher 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 child development, care and guidance of children, curriculum planning and communication stills. Graduates are prepared to work with classroom teachers to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs. This diploma was designed to meet the requirements of 48 semester hours required to be a Teacher Associate in the public school systems.

Length: 5 Semesters
Prerequisite: High School Graduate
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Early Childhood Ed	4	0	0	4
	Totals	4/5	2/4	0	6

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
	Totals	8	2	0	9

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU118	Teacher Associate Principals &Practices	3	0	0	3
	Totals	12	0	0	12

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111B	Co-op Work Experience I	0	0	10	1
EDU298	Seminar in Early Childhood	3	0	0	3
HEA112	First Aid & CPR	1	2	0	2
	Totals	4	2	10	6

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE121B	Co-op Work Experience II	0	0	10	1
EDU285	Internship Exper. School-Age	1	0	0	1
EDU221	Children with Sp Needs	3	0	0	3
EDU235	School Age Development/Programs	2	0	0	2
	Totals	6	0	10	7

SUMMER SEMSTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU259	Curriculum Planning	3	0	0	3
EDU186	Reading & Writing Methods	3	0	0	3
EDU275	Effective Teacher Training	2	0	0	2
	Totals	6	0	0	8

TOTAL CREDIT HOURS.... 48

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

ELECTRICAL/ELECTRONICS TECHNOLOGY A35220

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

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

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

Awards

Associate Degree: Electrical/Electronics Technology (A35220)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Electrical/Electronics Technology (D35220)

Length of Program: 3 Semesters

Prerequisite: High School Diploma

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

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	John Philligin
Telephone Number:	(910) 678-8326
Office Location:	Cumberland Hall Room 334
Email:	philligi@faytechcc.edu
Department Office:	Cumberland Hall Room 334
Telephone:	(910) 678-8357
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall or SPRING SEMESTERs. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $21,844.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ELC112	DC/AC Electricity	3	6	0	5
ELC113	Basic Wiring I	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT121	Algebra/Trigonometry I	2	2	0	3
	Totals	11/12	16/18	0	18

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS135	Principles of Supervision	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ELC114	Basic Wiring II	2	6	0	4
ELC117	Motors and Controls	2	6	0	4
ELC128	Intro to PLC	2	3	0	3
	Totals	12	15	0	17

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS111	Basic PC Literacy	1	2	0	2
ELC115	Industrial Wiring	2	6	0	4
ELC121	Electrical Estimating	1	2	0	2
	Totals	4	10	0	8

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	1	2	0	2
ELC131	DC/AC Circuit Analysis	4	3	0	5
ELC131A	DC/AC Circuit Analy. Lab	0	3	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Social/ Behavioral Science Elective	3	0	0	3
	Totals	11	8	0	14

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
ELN131	Electronic Devices	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
ISC112	Industrial Safety	2	0	0	2
	Major Elective	3	0	0	3
	Totals	14	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 obtain approval from the Co-op Director and the Department Chairperson.

ELECTRICAL/ELECTRONICS TECHNOLOGY (D35220)

Effective: Fall 2007
Revised: 10/06/06

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/D theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, and the National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
ELC112	DC/AC Electricity	3	6	0	5
ELC113	Basic Wiring I	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	10/11	16/18	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC114	Basic Wiring II	2	6	0	4
ELC117	Motors and Controls	2	6	0	4
ELC128	Intro to PLC	2	3	0	3
*ENG101	Applied Communications I	3	0	0	3
or					
ENG111	Expository Writing	3	0	0	3
ISC112	Industrial Safety	2	0	0	2
	Totals	11	15	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC115	Industrial Wiring	2	6	0	4
ELC121	Electrical Estimating	1	2	0	2
	Major Elective	3	0	0	3
	Totals	6	8	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 a Major elective provided they obtain approval from the Co-op Director and the Department Chairperson.

*ENG-101 will not transfer to Associate Degree program. Accuplacer testing is required to take ENG-111.

ELECTRONICS ENGINEERING TECHNOLOGY A40200

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. A broad-based core of courses, including basic electricity, sold-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems. Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Awards

Associate Degree: Electronics Engineering Technology (A40200)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Electronics Engineering Technology (D40200)

Length of Program: 3 Semesters

Prerequisite: 2 Units of Algebra

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Qualified students may take up to 3 credit hours of Cooperative Education in lieu of ATR 211 provided they acquire approval from the Co-op Director and the Department Chairperson.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Beymer Bevill, Jr.
Telephone Number:	(910) 678-8216
Office Location:	Advanced Technology Center, Room 220D
Email:	bevillb@faytechcc.edu
Department Office:	Advanced Technology Center, Room 244

Telephone: (910) 678-8458
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester . A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $39,520.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
ELC131	DC/AC Circuit Analysis	4	3	0	5
ELC131A	DC/AC Circuit Analysis Lab	0	3	0	1
MAT121	Algebra/Trigonometry I	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	**13/14**	**10/12**	**0**	**18**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC133	C Programming	2	3	0	3
ELN131	Electronic Devices	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
ELN150	CAD for Electronics	1	3	0	2
MAT122	Algebra/Trigonometry II	2	2	0	3
	Totals	**11**	**14**	**0**	**16**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELN132	Linear IC Applications	3	3	0	4
ELN232	Intro to Microprocessors	3	3	0	4
	Totals	**6**	**6**	**0**	**8**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ELN233	Microprocessor Systems	3	3	0	4
ELN234	Communication Systems	3	3	0	4
ELN247	Electronic App Project	1	3	0	2
ELN275	Troubleshooting	1	2	0	2
MAT223	Applied Calculus	2	2	0	3
	Totals	**13**	**13**	**0**	**18**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ATR211	Robot Programming	2	3	0	3
ELN249	Digital Communication	2	3	0	3
ELN231	Industrial Controls	2	3	0	3
PHY131	Physics Mechanics	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**12**	**11**	**0**	**16**

TOTAL REQUIRED CREDITS.... 76

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

ELECTRONICS ENGINEERING TECHNOLOGY (D40200)

Effective: Fall 2007
Revised: 10/06/06

Length: 3 Semesters
Prerequisite: 2 Units of Algebra
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
ELC131	DC/AC Circuit Analysis	4	3	0	5
ELC131A	DC/AC Circuit Analysis Lab	0	3	0	1

MAT121	Algebra/Trigonometry I	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	10/11	10/12	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC133	C Programming	2	3	0	3
ELN131	Electronic Devices	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
ENG111	Expository Writing	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	14	9	0	17

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELN232	Intro to Microprocessors	3	3	0	4
ELN275	Troubleshooting	1	2	0	2
	Totals	4	5	0	6

TOTAL REQUIRED CREDITS.... 38

Co-op Option: NA

EMERGENCY MEDICAL SCIENCE A45340

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

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

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

Awards

Associate Degree: Emergency Medical Science (A45340)

Length of Program: 5 Semesters

Prerequisite: High School Diploma or GED 1 Unit of Algebra 1 Unit of Biology

---

Diploma: Emergency Medical Science (D45340)

Length of Program: 3 Terms

Prerequisite: High School Diploma or GED 1 Unit of Biology

Certificate: Emergency Medical Science (C45340)

Length of Program: 1 Semester

Prerequisite: High School Diploma or GED EMS Bridge: Emergency Medical Science (A45340B)

Length of Program: 3 Semesters

Prerequisite: 1 Unit of Algebra & Biology; Current North Carolina or National Registry EMT-Paramedic; Current Healthcare Provider Level CPR; Current Advanced Cardiac Life Support Provider; Current Pediatric Advanced Life Support; Current Basic Trauma Life Support or Pre-Hospital Trauma Life Support; Two Thousand (2000) documented hours of Paramedic Level Work Experience; Two Letters of Recommendation: One from the Medical Director; One from the Training Officer or Supervisor

Cooperative Education Requirements/Opportunities: Not Applicable

License or Certification Information: Student completing the first semester of the Associate Degree Program or entering the Diploma Program must pass the North Carolina State or National Registry EMT-Basic Examination.

Program Information Contact:

Curriculum Chairperson:	Rick Criste
Telephone Number:	(910) 678-8515
Office Location:	Health Technology Center, Room 253-1
Email:	crister@faytechcc.edu
Department Office:	Health Technology Center, Room 169
Telephone:	(910) 678-8264
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester . A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387 Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $37,000.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.
Revised: 02/17/06

EMERGENCY MEDICAL SCIENCE (A45340)

Effective: Fall 2006
Revised: 10/03/05

Length: 5 Semesters
Prerequisites: 1Unit Biology & Algebra
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS110	EMT Basic	5	6	0	7
EMS140	Rescue Scene Management	1	3	0	2
EMS150	Emerg Vehicles & EMS Comm	1	3	0	2
ENG111	Expository Writing	3	0	0	3
	Totals	15	14	0	20

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
EMS120	Intermediate Interventions	2	3	0	3
EMS121	EMS Clinical Practicum I	0	0	6	2
EMS130	Pharmacology I for EMS	1	3	0	2
EMS131	Adv Airway Management	1	2	0	2
	Totals	6	10	6	12

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS210	Adv Patient Assessment	1	3	0	2
EMS260	Advanced Trauma Emergencies	1	3	0	2
EMS221	EMS Clinical Practicum II	0	0	9	3
	Totals	2	6	9	7

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS220	Cardiology	2	6	0	4
EMS235	EMS Management	2	0	0	2
or					
EMS115	Defense Tactics for EMS	1	3	0	2
or					
EMS125	EMS Instructor Methodology	1	2	0	2
EMS230	Pharmacology II for EMS	1	3	0	2
EMS231	EMS Clinical Practicum III	0	0	9	3
EMS250	Advanced Medical Emergencies	2	3	0	3
ENG115	Oral Communication	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Totals	12/13	12/14/15	9	20

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS240	Special Needs Patients	1	2	0	2
EMS241	EMS Clinical Practicum IV	0	0	9	3
EMS270	Life Span Emergencies	2	2	0	3
EMS285	EMS Capstone	1	3	0	2
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	7	7	9	13

TOTAL REQUIRED CREDITS.... 72

Students with a felony conviction may have limited certifica-

tion and employment opportunities.

EMERGENCY MEDICAL SCIENCE (Diploma) (D45340)
Effective: Fall 2005
Revised: 04/15/05

The Emergency Medical Science diploma program is designed to prepare students with the entry-level skills as a Paramedic. The course of study allows students the flexibility and opportunity to acquire basic and advanced life support knowledge and skills through classroom instruction, practical laboratory sessions, hospital clinical experience and field internships with emergency medical service agencies. Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Length: 3 Terms
Prerequisites: 1 Unit Biology
Award: Diploma

FALL I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS120	Intermediate Interventions	2	3	0	3
EMS121	EMS Clinical Practicum I	0	0	6	2
EMS130	Pharmacology I for EMS	1	3	0	2
EMS140	Rescue Scene Management	1	3	0	2
ENG111	Expository Writing	3	0	0	3
	Totals	12	11	6	18

FALL II

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS131	Adv Airway Management	1	2	0	2
EMS210	Adv Patient Assessment	1	3	0	2
EMS220	Cardiology	2	6	0	4
EMS221	EMS Clinical Practicum II	0	0	9	3
EMS230	Pharmacology II for EMS	1	3	0	2
ENG115	Oral Communication	3	0	0	3
	Totals	8	14	9	16

SPRING I

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS231	EMS Clinical Practicum III	0	0	9	3
EMS240	Special Needs Patients	1	3	0	2
EMS250	Advanced Medical Emergencies	2	3	0	3
EMS260	Advanced Trauma Emergencies	1	3	0	2
EMS270	Life Span Emergencies	2	2	0	3
	Totals	6	11	9	13

TOTAL REQUIRED CREDITS.... 47

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

EMERGENCY MEDICAL SCIENCE (Certificate) (C45340)
Effective: Fall 2002
Revised: 03/19/02

The Emergency Medical Science certificate program is designed to prepare students with the entry-level skills of an Emergency Medical Technician-Basic (EMT-Basic). Students processing through this program may be eligible to apply for both the state and national certification exams as an EMT-Basic. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Length: 1 Semester
Prerequisites: None
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS110	EMT Basic	5	6	0	7
EMS140	Rescue Scene Management	1	3	0	2
EMS150	Emerg Vehicles & EMS Comm	1	3	0	2
EMS235	EMS Management	2	0	0	2
	Totals	9	12	0	13

TOTAL REQUIRED CREDITS.... 13

Note: This certificate is not approved for financial aid.

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

EMERGENCY MEDICAL SCIENCE (A45340B)
Effective: Fall 2006
Revised: 10/03/05

Length: 3 Semesters
Prerequisites:
1 Unit of Algebra & Biology,
National Registry Certification
Current North Carolina or National Registry
EMT-Paramedic
Current Healthcare Provider Level CPR Card
Current Advanced Cardiac Life Support
Current Pediatric Advanced Life Support
Current Basic Trauma Life Support or
Pre-Hospital Trauma Life Support

Two Thousand (2000) documented hours of Paramedic Level Work Experience
Two Letters of Recommendation: One from the Medical Director, One from the Training Officer or Supervisor

Award: Associate in Applied Science

Passing the National Registry Certification will give you credit for the following courses:

EMS-110 EMT Basic.....7
EMS-210 Adv Patient Assess.....2
EMS-240 Special Needs Pts.....2
EMS-120 Intermediate Interventions.....3
EMS-220 Cardiology.....4
EMS-241 Clinical Practicum IV.....3
EMS-121 EMS Clinical Practicum I.....2
EMS-221 Clinical Practicum II.....3
EMS-250 Adv Medical Emerg.....3
EMS-130 Pharmacology I for EMS.....2
EMS-230 Pharm II for EMS.....2
EMS-260 Adv Trauma Emerg.....2
EMS-131 Adv Airway Management.....2
EMS-231 Clinical Practicum III.....3
EMS-270 Life Span Emerg.....3
EMS-150 Emerg Veh & EMS Comm.....2

Total Transfer Hours: 45

In addition the following courses are required:

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS140	Rescue Scene Management	1	3	0	2
ENG111	Expository Writing	3	0	0	3
	Totals	**9**	**5**	**0**	**11**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
EMS280	EMS Bridging Course	2	2	0	3
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	**7**	**4**	**0**	**9**

SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS235	EMS Management	2	0	0	2
ENG115	Oral Communication	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Totals	**8**	**0**	**0**	**8**

TOTAL REQUIRED CREDITS.... 73

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

EMERGENCY PREPAREDNESS TECHNOLOGY A55420

The Emergency preparedness Technology Curriculum is designed to provide students with the foundation of technical and professional knowledge needed for emergency services delivery.

Students will study various aspects of emergency preparedness protection and enforcement to include hazardous materials, emergency agency operations and public relations.
Graduates should qualify for employment in either the public or private sector and have opportunities for skilled or supervisory-level positions.

Awards

Associate Degree: Associate in Applied Science Emergency Preparedness Technology (A55420)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: 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

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Jeffrey Zack
Telephone Number:	(910) 678-0043
Office Location:	Criminal Justice Center, Room 24
Email:	zackj@faytechcc.edu
Department Office:	Criminal Justice Center, Room 27A
Telephone:	(910) 678-8452
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 2005 Data not available. Average Salary of Graduates: 2005 Data not available.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

EMERGENCY PREPAREDNESS TECHNLOGY (A55420)

Effective: Fall 2007
Revised Date: 10/06/06

Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	3	2	0	3
ENG111	Expository Writing	3	0	0	3
EPT120	Sociology of Disaster	3	0	0	3
FIP230	Chemistry of Haz Mat I	5	0	0	5
FIP236	Emergency Management	3	0	0	3
	Totals	17/18	2/4	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC131	Criminal Law	3	0	0	3
ENG113	Literature Based Research	3	0	0	3
EPT210	Disaster Resp Ops Mgmt	3	0	0	3
MAT115	Mathematical Models	3	0	0	3
or					
MAT161	College Algebra	3	0	0	3
SOC210	Intro to Sociology	3	0	0	3
	Major elective	3	0	0	3
	Totals	18	0	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	9	0	0	9

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	3	0	0	3
EPT150	EMS Incident Management	2	2	0	3
FIP256	Municipal Public Relations	3	0	0	3
POL130	State & Local Government	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Totals	14	2	0	15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics and Com Relations	3	0	0	3
EPT220	Terrorism and Emergency Mgmt	3	0	0	3
EPT275	Emergency Ops Center Mgmt	3	0	0	3
	Major Elective	6	0	0	6
	Totals	15	0	0	15

TOTAL REQUIRED CREDITS.... 75

Students with a felony conviction may have limited Emergency Preparedness 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.

FIRE PROTECTION TECHNOLOGY A55240

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

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

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

Awards

Associate Degree: Fire Protection Technology (A55240)

Length of Program: 5 Semesters

Prerequisite: None

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Qualified students may 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.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Jeffrey Zack
Telephone Number:	(910) 678-0043
Office Location:	Criminal Justice Center, Room 24
Email:	zackj@faytechcc.edu
Department Office:	Criminal Justice Center,

	Room 27A
Telephone:	(910) 678-8452
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 2005 Data not available. Average Salary of Graduates: 2005 Data Not available.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

FIRE PROTECTION TECHNOLOGY (A55240)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Intro to Computers	3	2	0	3
ENG111	Expository Writing	3	0	0	3
FIP120	Introduction to Fire Protection	3	0	0	3
FIP124	Fire Prevention & Public Education	3	0	0	3
FIP128	Detection and Investigation	3	0	0	3
FIP136	Inspections and Codes	3	0	0	3
	Totals	**18/19**	**2/4**	**0**	**19**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG113	Literature-Based Research	3	0	0	3
FIP132	Building Construction	3	0	0	3
FIP220	Fire Fighting Strategies	3	0	0	3
MAT115	Mathematic Models	3	0	0	3
or					
MAT161	College Algebra	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**18**	**0**	**0**	**18**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP224	Instructional Methodology	4	0	0	4
FIP229	Fire Dynamics and Combust	3	0	0	3
FIP230	Chemistry of Haz Mat	5	0	0	5
FIP232	Hydraulics and Water Dist	2	2	0	3
FIP236	Emergency Management	3	0	0	3
	Totals	**17**	**2**	**0**	**18**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP240	Fire Service Supervision	3	0	0	3
FIP256	Municipal Public Relations	3	0	0	3
FIP277	Fire and Social Behavior	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 76

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

Students with felony convictions may have limited employment opportunities in fire services careers.

FUNERAL SERVICE EDUCATION A55260

The Funeral Service Education curriculum provides students with the opportunity to become proficient in basic funeral service skills.

In addition to the general education courses offered in the curriculum, technical courses such as human anatomy, embalming theory and practice, embalming chemistry, restorative arts, funeral law, and funeral home operations are taught.

Graduates of the curriculum, upon passing the state or national exam and completing an internship in a funeral home, will be qualified for employment as embalmers and/or funeral directors.

The specific aims and purposes of the Department of Funeral Service Education are: 1.To give students the knowledge, principles, techniques and skills which are the basis of the funeral service profession. 2.To provide for education and professional advancement of student whether they choose to follow the funeral service profession or whether they decide to use their specialized education in other general or technical fields. 3.To educate and prepare individuals to contribute to the service and welfare of the community. 4.To become a major provider of continuing education programs meeting mandatory re-licensure requirements for the licensed funeral service personnel in the state.

Awards

Associate Degree: Associate in Applied Science Funeral Service Education (A55260)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: N. C. Funeral Director (D55260)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Qualified students may elect to take up to four (4) credit hours in Cooperative Education in lieu of FSE*211 and FSE*213 provided approval is obtained from the Department Chairperson. Note: Cooperative Education not available in diploma program.

License or Certification Information for Associate Degree: Graduates are required to take the National Board Exam for Funeral Service as a condition for Graduation.

Programmatic Accreditation:

Accredited By:

American Board of Funeral Service Education

3432 Ashland Avenue, Suite U

St. Joseph, MO 64506

Telephone (816) 223-3747

License or Certification Information for N.C. Funeral Director

Diploma: Graduates are eligible to take the North Carolina State Board Exam for Funeral Directing.

Program Information Contact:

Curriculum Chairperson:	Mike Landon
Telephone Number:	(910) 678-8301
Office Location:	Cumberland Hall, Room 311B
Email:	landonm@faytechcc.edu
Department Office:	Cumberland Hall, Room 311
Telephone:	(910) 678-8357
FTCC Web Site:	www.faytechcc.edu/courses/fseweb

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 98% of 2005 graduate available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $29,078.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program. Revised: 03/08/07

FUNERAL SERVICE EDUCATION (A55260)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title Class	Lab	Clinical	Work	Exp.	Credit
ACA111	College Student Success	1	0	0	0	1
or						
ACA115	Success & Study Skills	0	2	0	0	1
BUS110	Introduction to Business	3	0	0	0	3
CIS113	Computer Basics	0	2	0	0	1
ENG111	Expository Writing	3	0	0	0	3
FSE112	Princ of Funeral Service	3	0	0	0	3
FSE114	Embalming Chemistry	4	0	0	0	4
MAT115	Mathematic Models	2	2	0	0	3
	Totals	**15/16**	**4/6**	**0**	**0**	**18**

SPRING SEMESTER 1

Prefix No.	Title Class	Lab	Clinical	Work	Exp.	Credit
BUS115	Business Law I	3	0	0	0	3
ENG115	Oral Communications	3	0	0	0	3
FSE116	Funeral Law and Ethics	3	0	0	0	3
FSE118	Embalming Anatomy	4	0	0	0	4
FSE120	Embalming Microbiology	3	0	0	0	3
PSY150	General Psychology	3	0	0	0	3
	Totals	**19**	**0**	**0**	**0**	**19**

SUMMER SEMESTER 1

Prefix No.	Title Class	Lab	Clinical	Work	Exp.	Credit
	Humanities/Fine Arts Elective	3	0	0	0	3
	Totals	**3**	**0**	**0**	**0**	**3**

FALL SEMESTER 2

Prefix No.	Title Class	Lab	Clinical	Work	Exp.	Credit
FSE210	Embalming Theory I	3	0	0	0	3
FSE211	Embalming Lab I	0	4	0	0	2
or						
COE112	Co-op Work Experience I Funeral Service	0	0	0	20	2
FSE214	Pathology	3	0	0	0	3
FSE216	Restorative Arts	2	4	0	0	4
PSY141	Psych of Death and Dying	3	0	0	0	3
SOC210	Introduction to Sociology	3	0	0	0	3
	Totals	**14**	**8**	**0**	**20**	**18**

SPRING SEMESTER 2

Prefix No.	Title Class	Lab	Clinical	Work	Exp.	Credit
ACC111	Financial Accounting	3	0	0	0	3
BUS230	Small Business Management	3	0	0	0	3
FSE212	Embalming Theory II	3	0	0	0	3
FSE213	Embalming Lab II	0	4	0	0	2
or						
COE122	Co-op Work Experience II - Funeral Service	0	0	0	20	2
FSE215	Funeral Home Operations	4	0	0	0	4
FSE217	Funeral Service Projects	1	2	0	0	2
	Totals	**14**	**6**	**0**	**20**	**17**

TOTAL REQUIRED CREDITS.... 75

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

**After January 1, 2004, each accredited program in funeral service education must require that each Funeral Service Education student take the National Board Examination (NBE) as a requirement for graduation.

"The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org)"

FUNERAL SERVICE EDUCATION/ N.C. FUNERAL DIRECTOR (D55260)

Effective: Fall 2007
Revised: 12/14/06

The Funeral Service Education curriculum provides students with the opportunity to acquire the funeral service education necessary to become proficient in basic funeral directing skills.

Students completing the diploma are eligible to sit for the NC Board of Mortuary Science Funeral Director state exam.

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
ENG111	Expository Writing	3	0	0	3
FSE112	Princ of Funeral Service	3	0	0	3
FSE214	Pathology	3	0	0	3
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	18/19	0/2	0	19

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC111	Financial Accounting	3	0	0	3
BUS115	Business Law I	3	0	0	3
BUS230	Small Business Management	3	0	0	3
CIS113	Computer Basics	0	2	0	1
FSE116	Funeral Law and Ethics	3	0	0	3
FSE215	Funeral Home Operations	4	0	0	4
PSY141	Psych of Death and Dying	3	0	0	3
	Totals	19	2	0	20

TOTAL CREDITS HOURS.... 39

Co-op Option: Not authorized for this program.

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

GENERAL OCCUPATIONAL TECHNOLOGY A55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from the associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Awards

Associate Degree: General Occupational Technology (A55280)

Length of Program: 4 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Qualified students may elect to take up to eight (8) credit hours of Cooperative Education upon approval of the Department Chairperson and the Co-op Director.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	TBA
Telephone Number:	TBA
Office Location:	TBA
Email:	TBA
Department Office:	Advanced Technology Center, Room 244
Telephone:	(910) 678-8458
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910)-678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 graduates earn an average salary of $36,032.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 11/10/06

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

Effective: Fall 2002
Revised: 10/21/05

Length: 4 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
	Humanities/Fine Arts	3	0	0	3
	Social/Behavioral Sciences	3	0	0	3
	Natural Sciences/Mathematics	3	0	0	3
	Totals	**13/14**	**2/4**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG114	Prof Research & Reporting	3	0	0	3
	Major Electives	14	0	0	14
	Totals	**17**	**0**	**0**	**17**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	17	0	0	17
	Totals	**17**	**0**	**0**	**17**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	16	0	0	16
	Totals	**16**	**0**	**0**	**16**

TOTAL REQUIRED CREDITS... 65

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

HEALTHCARE MANAGEMENT TECHNOLOGY A25200

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

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

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

Awards

Associate Degree: Healthcare Management Technology (A25200)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: One (1) hour of Co-op is mandatory. Co-op can be taken during any semester.

License of Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Myra L. Allen
Department Office:	Cumberland Hall, Room 377
Telephone Number:	(910) 678-8594
Telephone:	(910) 678-8292
Office Location:	Cumberland Hall, Room 377K
FTCC Web Site:	www.faytechcc.edu
Email:	allenm@faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other

times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates:

Average Salary of Graduates: 100% of 2005 graduates available for work Graduates who graduated in 2005 earn an average were employed within four (4) months. salary of $21,771.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
HMT110	Intro to Healthcare Mgmt	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OST141	Medical Term I – Med Ofc	3	0	0	3
	Totals	15/16	4/6	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acctg	3	2	0	4
BUS137	Prin of Mgmt	3	0	0	3
ENG114	Prof Research & Reptg	3	0	0	3
MKT120	Prin of Marketing	3	0	0	3
OST142	Medical Term II "Med"	3	0	0	3
	Totals	15	2	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Acctg	3	2	0	4
CTS130	Spreadsheet	2	2	0	3
	Totals	5	4	0	7

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SPA111	Elementary Spanish I	3	0	0	3
BUS153	Human Resource Mgmt	3	0	0	3
OST149	Med Legal Issues	3	0	0	3
HMT210	Medical Insurance	3	0	0	3
HMT211	Long-Term Care Admin	3	0	0	3
	Humanities Elective	3	0	0	3
	Totals	18	0	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111	Co-op Work Experience I	0	0	10	1
COM231	Public Speaking	3	0	0	3
HMT212	Mgmt of Healthcare Org	3	0	0	3
HMT220	Healthcare Fin Mgmt	4	0	0	4
SPA112	Elementary Spanish II	3	0	0	3
	Social/ Behavioral Science Elective	3	0	0	3
	Totals	16	0	10	17

TOTAL REQUIRED CREDITS.... 76

Co-op Option: One (1) hour of Co-op is mandatory. 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.

Awards

Associate Degree: Horticulture Technology/Management (A1524A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Certificate: . Maintenance (C1524A)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Horticulture Science Certificate (C1524AC2)

Length of Program: 4 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: 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.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Terry Gause
Telephone Number:	(910) 678-8447
Office Location:	HLB 001
Email:	gauset@faytechcc.edu
Department Office:	Cumberland Hall Room 334
Telephone:	(910) 678-8357
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $25,734.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

HORTICULTURE TECHNOLOGY/MANAGEMENT (A1524A)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
HOR160	Plant Materials I	2	2	0	3
HOR162	Applied Plant Science	2	2	0	3
HOR170	Hort Computer Apps	1	3	0	2
	Totals	**10/11**	**9/11**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
HOR134	Greenhouse Operations	2	2	0	3
HOR152	Horticultural Practices	0	3	0	1
HOR166	Soils & Fertilizers	2	2	0	3
HOR260	Plant Materials II	2	2	0	3
	Totals	12	9	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR164	Hort Pest Management	2	2	0	3
HOR275	Hort Production Mgmt	3	2	0	4
	Totals	2	4	0	7

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG115	Oral Communication	3	0	0	3
HOR112	Landscape Design I	2	3	0	3
HOR168	Plant Propagation	2	2	0	3
HOR215	Landscape Irrigation	2	2	0	3
HOR278	Hort Bus Entrepreneurship	3	0	0	3
	Major Elective	2	0	0	2
	Totals	14	7	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR118	Equipment Opt & Maint	1	3	0	2
HOR277	Hort Sales & Services	3	0	0	3
HOR253	Horticulture Turfgrass	2	2	0	3
	Humanities/Fine Art Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	12	5	0	14

TOTAL REQUIRED CREDITS... 69

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

HORTICULTURE TECHNOLOGY/MANAGEMENT/ BASIC LANDSCAPE MAINTENANCE (C1524A)

Effective: Fall 2004
Revised: 05/04/04

This certificate program is designed to prepare individuals for entry-level positions in the installation and maintenance of landscapes. Instruction in plant identification, plant installation, care and pruning, and pest identification and control is emphasized in the course work. Completers will be prepared for employment as entry-level maintenance staff. Courses in this program can be transferred directly into the Horticulture Technology/Management associate degree curriculum.

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR150	Intro to Horticulture	2	0	0	2
HOR251	Insect and Disease	2	2	0	3
	Totals	4	2	0	5

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR118	Equip Ops & Maint	1	3	0	2
TRF110	Intro Turfgrass Cult & Id	3	2	0	4
	Totals	4	5	0	6

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR116	Landscape Management I	2	2	0	3
	Totals	2	2	0	3

TOTAL REQUIRED CREDITS.... 14

Co-op Option: NA Note: This certificate is not approved for financial aid.

HORTICULTURE TECHNOLOGY/MANAGEMENT/ HORTICULTURE SCIENCE CERTIFICATE (C1524AC2)

Effective: Fall 2006
Revised: 11/22/05

The Horticulture Science certificate program is designed to prepare individuals for entry-level positions in the installation, garden centers and nursery operations. Instruction in plant science, soil science and nursery operations. Instruction in plant science, soil science, greenhouse operations, plant identification and maintenance are emphasized in the course work. Upon completion individuals will be prepared to take the North Carolina Certified Plant Professional exam. Employment opportunities in entry level positions in garden centers, nurseries and landscape installation businesses would be possible. Courses in this certificate program can be transferred directly into the Horticulture Technology Associate degree program.

Length: 4 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR162	Applied Plant Science	2	2	0	3
HOR170	Horticulture Computer Apps	1	3	0	2
	Totals	3	5	0	5

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR134	Greenhouse Operations	2	2	0	3
HOR166	Soils & Fertilizers	2	2	0	3
	Totals	4	4	0	6

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR160	Plant Materials I	2	2	0	3
HOR215	Landscape Irrigation	2	2	0	3
	Totals	4	4	0	6

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR152	Horticultural Practices	0	3	0	1
	Totals	0	3	0	1

TOTAL REQUIRED CREDITS.... 18

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, great 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.

Awards

Associate Degree: Hotel and Restaurant Management (A25240)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Hotel and Restaurant Management (C25240C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: N/A

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Brent Michaels
Telephone Number:	(910) 678-8507
Office Location:	Cumberland Hall, Room 377B
Email:	michaelb@faytechcc.edu
Department Office:	Cumberland Hall, Room 377B
Telephone:	(910) 678-8292
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are

available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months.

Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $50,000.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

HOTEL AND RESTAURANT MANAGEMENT (A25240)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	2	0	3
HRM110	Intro to Hospitality	2	2	0	2
HRM125	Hospitality Etiquette	1	0	0	1
MAT115	Mathematical Models	2	2	0	3
	Totals	12/13	8/10	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	0	0	4
BUS153	Human Resource Mgt	3	0	0	3
COE111	Co-op Work Experience I	0	0	10	1
ENG114	Prof Research & Reporting	3	0	0	3
HRM130	Bed and Breakfast Mgt.	2	0	0	2
HRM140	Hospitality Tourism Law	3	0	0	3
HRM145	Hospitality Supervision	3	0	0	3
	Totals	17	0	10	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COE121	Co-op Work Experience II	0	0	10	1
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
	Totals	3	0	10	4

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
COE131	Co-op Work Experience III	0	0	10	1
CUL110	Sanitation & Safety	2	0	0	2
ECO251	Prin. of Microeconomics	3	0	0	3
HRM120	Front Office Procedures	3	0	0	3
HRM220	Food & Beverage Controls	3	0	0	3
HRM220A	Food & Beverage Controls Lab	0	2	0	1
HRM240	Hospitality Marketing	3	0	0	3
	Totals	17	2	10	19

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin. of Macroeconomics	3	0	0	3
HRM210	Meetings & Conventions	3	0	0	3
HRM215	Restaurant Management	3	0	0	3
HRM280	Hospitality Mgmt Problems	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	18	0	0	18

TOTAL REQUIRED CREDITS.... 75

Co-op Option: N/A

HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE (C25240C1)

Effective: Fall 2001
Revised: 10/25/04

The Hotel and Restaurant Management certificate is designed to prepare students to understand the daily management concept of supervising hotels and restaurants. This certificate program covers basic management supervision, hotel front office procedures, restaurant management procedures, tourism law, and food and beverage controls. Upon completion of this program, students should be prepared for entry-level management positions in hotels and restaurants or transfer the course credits to the Hotel and Restaurant Management program for an Associate of Applied Science degree.

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM120	Front Office Procedures	3	0	0	3
HRM145	Hospitality Supervision	3	0	0	3
HRM220	Food & Beverage Controls	3	0	0	3
HRM220A	Food & Beverage Controls Lab	0	2	0	1
	Totals	9	2	0	10

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM140	Hospitality Tourism Law	3	0	0	3
HRM215	Restaurant Management	3	0	0	3
	Totals	6	0	0	6

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

INFORMATION SYSTEMS SECURITY A25270

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, attack methodology, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

Awards

Associate Degree: Information Systems Security (A25270)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Qualified students may elect to take up to three (3) credit hours of Cooperative Education. Three (3) credit hours in lieu of a major elective upon approval of the Department Chairperson and the Co-op Director.

License or Certification Information: None Required

Program Information Contact:

Point of Contact:	J. Tenette Prevatte
Telephone Number:	(910) 678-7354
Office Location:	Advanced Technology Center, Room 154G
Email:	prevattt@faytechcc.edu
Department Office:	Advanced Technology Center, Room 113
Telephone:	(910) 678-8347
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126,

Telephone: (910) 678-8448

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 2005 Data not available. Average Salary of Graduates: 2005 Data not available.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 11/10/06

INFORMATION SYSTEMS SECURITY - (A25270)

Effective: Fall 2006
Revised: 11/04/05

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
*NET125	Networking Basics	1	4	0	3
**NET126	Routing Basics	1	4	0	3
SEC110	Security Concepts	3	0	0	3
NOS110	Operating System Concepts	2	3	0	3
	Totals	10	13	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Into to PROG & Logic	2	3	0	3
*NET225	Routing & Switching I	1	4	0	3
**NET226	Routing & Switching II	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
SEC150	Secure Communications	2	2	0	3
	Totals	11	17	0	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS220	Linux/UNIX Admin I	2	2	0	3
SEC160	Secure Admin I	2	2	0	3
	Totals	4	4	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
NOS130	Windows Single User	2	2	0	3
SEC210	Intrusion Detection	2	2	0	3
SEC220	Defense In-Depth	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	15	6	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
or					
CTS115	Info Sys Business Concept	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
DBA110	Database Concepts	2	3	0	3
SEC289	Security Capstone Project	1	4	0	3
	Major Elective	2	0	0	2
	Social/Behavioral Science Elective	3	0	0	3
	Totals	14	7	0	17

TOTAL REQUIRED CREDITS...76

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a major elective. * First 8 weeks ** Second 8 weeks

MACHINING TECHNOLOGY A50300

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operation, and make decisions to insure 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.

Awards

Associate Degree: Machining Technology (A50300)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Basic Machining Technology Certificate (C50300C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: N/A

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Glenn Holley
Telephone Number:	(910) 678-8427
Office Location:	Lafayette Hall, Room 137A
Email:	holleyg@faytechcc.edu
Department Office:	Lafayette Hall, Room 120
Telephone:	(910) 678-8383
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $32,001.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 12/14/06

MACHINING TECHNOLOGY (A50300)
Effective: Fall 2007
Revised: 12/14/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
MAC111	Machining Technology I	2	12	0	6
MAC114	Intro to Metrology	2	0	0	2
MAC131	Blueprint Reading/Mach I	1	2	0	2
MAC151	Machining Calculations	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**10/11**	**18/20**	**0**	**18**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
MAC112	Machining Technology II	2	12	0	6
MAC132	Blueprint Reading/Mach II	1	2	0	2
MAC152	Advanced Machining Calculations	1	2	0	2
MEC142	Physical Metallurgy	1	2	0	2
	Totals	**8**	**18**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC121	Intro to CNC	2	0	0	2
MAC241	Jigs & Fixtures I	2	6	0	4
	Totals	**4**	**6**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC113	Machining Technology III	2	12	0	6
MAC122	CNC Turning	1	3	0	2
MAC226	CNC EDM Machining	1	3	0	2
PHY121	Applied Physics I	3	2	0	4
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	**10**	**20**	**0**	**17**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
MAC124	CNC Milling	1	3	0	2
MAC229	CNC Programming	2	0	0	2
MAC243	Die Making I	2	6	0	4
MAC245	Mold Construction I	2	6	0	4
WLD112	Basic Welding Processes	1	3	0	2
	Totals	**11**	**18**	**0**	**17**

TOTAL REQUIRED CREDITS... 73

Co-op Option: N/A

MACHINING TECHNOLOGY/BASIC MACHINING TECHNOLOGY CERTIFICATE (C50300C1)

Evening/Weekend Program
Effective: Fall 2007
Revised: 12/14/06

This evening certificate program is designed to develop fundamental skills in the operation of machine tools including drilling, turning, milling, and grinding. Training in basic measuring, layout, and blueprint reading is also provided. Completers will be prepared for employment as entry-level machine operators or machinist apprentices in area manufacturing firms. Courses in this program can be transferred directly into the Machining Technology associate degree curriculum.

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC111AA	Machining Technology I	1	6	0	3
MAC114	Intro to Metrology	2	0	0	2
MAC131	Blueprint Reading/Mach I	1	2	0	2
MAC151	Machining Calculations	1	2	0	2
	Totals	**5**	**10**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC111BB	Machining Technology I	1	6	0	3
MAC132	Blueprint Reading/Mach II	1	2	0	2
MAC152	ADV Machining Calc	1	2	0	2
	Totals	**3**	**10**	**0**	**7**

TOTAL REQUIRED CREDITS.... 16

Co-op Option: N/A

MEDICAL OFFICE ADMINISTRATION A25310

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology, information systems, office management, medical coding, billing and insurance, legal and ethical issues, and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Awards

Associate Degree: Medical Office Administration (A25310)

Length of Program: 5 Semesters

Prerequisite: High School Diploma and 1 unit of Algebra

Diploma: Not Applicable

Certificate: Medical Office Administration (C25310C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: One (1) credit hour is required.

License or Certification Information: None Required

Program Information Contact:

Curriculum Coordinator:	Denise DeDeaux
Telephone Number:	(910) 678-8343
Office Location:	Advanced Technology Center, Room 154A
Email:	dedeauxd@faytechcc.edu
Department Office:	Advanced Technology Center, Room 154
Telephone:	(910) 678-8298
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 94% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $19,035.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 11/10/06

MEDICAL OFFICE ADMINISTRATION (A25310)

Effective Date: Fall 2006
Revised: 11/22/05

Length: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OST122	Office Computations	1	2	0	2
OST131	Keyboard	1	2	0	2
OST141	Med Terms I	3	0	0	3
OST149	Medial Legal Issues	3	0	0	3
	Totals	14	6	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	1	2	0	2
OST137	Office Software Applications	1	2	0	2
OST142	Med Terms II	3	0	0	3
OST148	Med Coding, Billing & Ins	3	0	0	3
OST164	Text Editing Applications	3	0	0	3
	Totals	12	6	0	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST134	Text Entry & Formatting	2	2	0	3
OST247	CPT Coding in the Med Off	1	2	0	2
	Social Behavioral Science Elective	3	0	0	3
	Totals	6	4	0	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO161	Intro to Human Biology	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
OST236	Adv Word/Information Proc	2	2	0	3
OST244	Medical Document Production	1	2	0	2
OST248	Diagnostic Coding	1	2	0	2
OST281	Emerg Issue in Med Ofc	3	0	0	3
	Totals	13	6	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111	Work Experience I	0	0	10	1
OST192	Selected Topics in OST	1	2	0	2
OST241	Med Ofc Transcription I	1	2	0	2
OST243	Med Office Simulation	2	2	0	3
OST285	Adv Emerg Issu in Med Ofc	3	0	0	3
OST289	Office Systems Management	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	12	8	10	17

TOTAL REQUIRED CREDITS.... 73

Co-op Option: One (1) credit hour is required.

MEDICAL OFFICE ADMINISTRATION (C25310C1)

Effective Date: Fall 2001
Revised: 10/25/04
Day and Evening

The Medical Office Administration certificate is designed to prepare individuals for employment in a medical office or other health-care related business. The certificate program covers medical terminology; legal and ethical issues; medical coding, billing, and insurance; as well as, basic keyboarding and word processing. Upon completion of this program, students would be able to perform the necessary skills required in today's medical office or transfer the course credits to the Medical Office Administration program for an Associate of Applied Science degree.

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST131	Keyboard	1	2	0	2
OST141	Medical Terminology I	3	0	0	3
OST149	Medial Legal Issues	3	0	0	3
	Totals	7	2	0	8

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST136	Word Processing	1	2	0	2
OST142	Medical Terminology II	3	0	0	3
OST148	Med Coding, Billing & Ins	3	0	0	3
	Totals	7	2	0	8

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

NETWORKING TECHNOLOGY A25340

The Networking Technology curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

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

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, networks control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams, which can result in industry-recognized credentials.

Awards

Associate Degree: Networking Technology (A25340)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Not Applicable

Certificate: Microsoft Networking (C25340C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Novell Networking (C25340C2)

Length of Program: 3 Semesters

Prerequisite: High School Diploma

Certificate: Cisco Networking (C25340C3)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: 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 upon approval of the Department Chairperson and the Co-op Director.

License or Certification Information: None Required

Program Information Contact:

Curriculum Coordinator:	Doug Jarboe
Telephone Number:	(910) 678-7353
Office Location:	Advanced Technology Center, Room 154F
Email:	jarboed@faytechcc.edu
Department Office:	Advanced Technology Center, Room 113
Telephone:	(910) 678-8347
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 95% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $38,338.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 11/09/06

NETWORKING TECHNOLOGY - (A25340)

Effective: Fall 2006
Revised: 11/04/05

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
NET110	Networking Concepts	2	2	0	3
NOS110	Operating system Concepts	2	3	0	3
	Totals	13	9	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communications	3	0	0	3
CTS115	Info Sys Business Concept	3	0	0	3
or					
BUS110	Introduction to Business	3	0	0	3
DBA110	Database Concepts	2	3	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Totals	15	8	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS120	Hardware/Software Support	2	3	0	3
NOS240	Novell Admin I	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	7	5	0	9

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS220	Adv Hard/Software Support	2	3	0	3
*NET125	Networking Basics	1	4	0	3
**NET126	Routing Basics	1	4	0	3
NOS130	Windows Single User	2	2	0	3
SEC110	Security Concepts	3	0	0	3
	Totals	9	13	0	15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Routing & Switching I	1	4	0	3
**NET226	Routing & Switching II	1	4	0	3
NET289	Networking Project	1	4	0	3
NOS230	Windows Admin I	2	2	0	3
	Major Elective	4	0	0	5
	Totals	9	14	0	17

TOTAL REQUIRED CREDITS...76

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a major elective.

* First 8 weeks ** Second 8 weeks

NETWORKING TECHNOLOGY/ CISCO NETWORKING CERTIFICATE (C25340C3)

Effective: Fall 2006
Revised: 11/04/05

The Cisco Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Cisco products and solutions. This program will also cover the core exam objectives of the Cisco Certified Network Administrator (CCNA) exam. Students are prepared to work in the field as network technicians supporting Cisco products. Courses in this program can be transferred directly into Networking Technology for an Associate in Applied Science degree.

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET125	Networking Basics	1	4	0	3
**NET126	Routing Basics	1	4	0	3
	Totals	2	8	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Routing and Switching I	1	4	0	3
** NET226	Routing and Switching II	1	4	0	3
	Totals	2	8	0	6

TOTAL REQUIRED CREDITS...12

Co-op Option: NA

This certificate should prepare you for the Cisco Certified Network Associate (CCNA) Examination.

*First 8 weeks **Second 8 weeks

NETWORKING TECHNOLOGY/ MICROSOFT NETWORKING CERTIFICATE (C25340C1)

Effective: Fall 2006
Revised: 11/04/05

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 Networking Technology for an Associate in Applied Science degree.

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
NOS130	Windows Single User	2	2	0	3
	Totals	4	4	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
NOS230	Windows Admin I	2	2	0	3
	Totals	3/4	4/6	0	6

TOTAL REQUIRED CREDIT...12

Co-op Option: NA

NETWORKING TECHNOLOGY/ NOVELL NETWORKING CERTIFICATE (C25340C2)

Effective: Fall 2006
Revised: 11/04/05

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 Networking Technology for an Associate in Applied Science degree.

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	4	5	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
	Totals	3/4	4/6	0	6

SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS220	Linux/UNIX Admin I	2	2	0	3
NOS240	Novel Admin I	2	2	0	3
	Totals	4	4	0	6

Total Required Credits...18

Co-op Option: NA

NUCLEAR MEDICINE TECHNOLOGY A45460

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Nuclear Medicine Technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

Awards

Associate Degree: Associate in Applied Science (A45460) (Not Available at this time).

Length of Program: 5 Semesters

Prerequisite:

High School Diploma

2 Units of Algebra

1 Unit of Biology

1 Unit of Chemistry

Diploma: Diploma (D45460)

Length of Program: 4 Semesters

Prerequisite: Applicants must: (1) be currently enrolled as a second level Radiography student in the FTCC Radiography program. Radiography students must graduate spring semester and obtain AART certification by the end of the fall semester of the Nuclear Medicine Program or (2) have graduated from an accredited Radiography program with a minimum of a 2.5 GPA and be currently AART certified. The following courses will be used to determine eligibility in the competitive process and must be completed in order to enter into the Nuclear Medicine Program: BIO 168 and 169, COM-231, PSY-150, and a Humanities or Fine Arts elective.

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Not Applicable

License or Certification Information: Graduates are eligible to take the Nuclear Medicine Technology Certification Exam.

Programmatic Accreditation: Joint Review Committee on Education Program in Nuclear Medicine Technology and the American Registry of Radiologic Technologists.

Program Information Contact:

Curriculum Chairperson:	Tony Harris
Telephone Number:	(919) 209-2185
	(910) 678-8264
Office Location:	Health Technology Center, Room 169
Email:	harrist@johnstoncc.edu
Department Office:	Health Technology Center, Room 169
Telephone:	(910) 678-8264
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: FTCC new program 2005 data not available. JCCC 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: FTCC new program 2005 data not available. JCCC graduates who graduated in 2005 earn an average salary of $49,000.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

NUCLEAR MEDICINE TECHNOLOGY (A45460)
Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisite: 2 Units of Algebra, 1 Unit Biology & Chemistry
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
CHM135	Survey of Chemistry I	3	2	0	4
ENG111	Expository Writing	3	0	0	3
MAT151	Statistics I	3	0	0	3
MAT151A	Statistics I Lab	0	2	0	1
NMT110	Intro to Nuclear Medicine	2	0	0	2
	Totals	14/15	7/9	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
COM231	Public Speaking	3	0	0	3
or					
ENG112	Argument-Based Research	3	0	0	3
NMT126	Nuclear Physics	2	0	0	2
PSY150	General Psychology	3	0	0	3
	Totals	11	3	0	12

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
NMT132	Overview-Clinical Nuc Medicine	2	0	6	4
NMT134	Nuclear Pharmacy	2	0	0	2
NMT136	Health Physics	2	0	0	2
	Totals	8	2	6	11

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NMT211	NMT Clinical Practice	0	0	21	7
NMT212	Procedures for Nuc Med I	2	0	0	2
NMT214	Radiobiology	2	0	0	2
NMT215	Non-Imaging Instrumentation	1	3	0	2
NMT218	Computers in Nuc Med	2	0	0	2
	Totals	7	3	21	15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NMT221	NMT Clinical Practice II	0	0	21	7
NMT222	Procedures for Nuc Med II	2	0	0	2
NMT225	Imaging Instrumentation	1	3	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	6	3	21	14

TOTAL REQUIRED CREDITS.... 70

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

NUCLEAR MEDICINE TECHNOLOGY (D45460)

Effective: Fall 2005
Revised: 06/22/05

Length: 4 Semesters

Prerequisite: Applicants must: (1) be currently enrolled as a second level Radiography student in the FTCC Radiography program. Radiography students must graduate spring semester and obtain AART certification by the end of the fall semester of the Nuclear Medicine Program or (2) have graduated from an accredited Radiography program with a minimum of a 2.5 GPA and be currently AART certified. The following courses will be used to determine eligibility in the competitive process and must be completed in order to enter into the Nuclear Medicine Program: BIO 168 and 169, COM-231, PSY-150, and a Humanities or Fine Arts elective.

Award: Diploma

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
NMT110	Intro to Nuclear Medicine	2	0	0	2
	Totals	2	0	0	2

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
NMT126	Nuclear Physics	2	0	0	2
NMT132	Overview-Clinical Nuc Medicine	2	0	6	4
NMT134	Nuclear Pharmacy	2	0	0	2
	Totals	9	0	6	11

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
NMT211	NMT Clinical Practice	0	0	21	7
NMT212	Procedures for Nuc Med I	2	0	0	2
NMT215	Non-Imaging Instrumentation	1	3	0	2
NMT222	Procedures for Nuc Med II	2	0	0	2
	Totals	8	3	21	16

SUMMER SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NMT221	NMT Clinical Practice II	0	0	21	7
	Totals	0	0	21	7

TOTAL REQUIRED CREDITS.... 36

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

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST135	Adv Text Entry & Format	3	2	0	4
OST192	Selected Topics in OST	1	2	0	2
OST224	Machine Transcription II	1	2	0	2

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
OST133	Adv Keyboard Skill Bldg	1	2	0	2
OST223	Machine Transcription I	1	2	0	2
OST233	Office Publications Design	2	2	0	3
OST236	Adv Word/Information Proc	2	2	0	3
OST284	Emerging Technologies	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	13	10	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST135	Adv Text Entry & Format	3	2	0	4
OST192	Selected Topics in OST	1	2	0	2
OST224	Machine Transcription II	1	2	0	2
OST286	Professional Development	3	0	0	3
OST289	Office Systems Management	2	2	0	3
COE111	Co-op Work Experience I	0	0	10	1
	Totals	10	8	10	15

TOTAL REQUIRED CREDITS.... 74

Co-op Option: One (1) credit hour is required.

OFFICE SYSTEMS TECHNOLOGY/ BACIS OFFICE SYSTEMS TECHNOLOGY CERTIFICATE (C25360C1)

Effective: Fall 2006
Revised: 07/18/06

The Basic Office Systems Technology certificate is designed to give individuals the opportunity to acquire basic skills necessary for entry-level employment in today's modern office. This certificate program covers keyboarding, office computations, records management, word processing, and office software applications. Upon completion of this program, students should be able to use these basic skills for entry-level employment or transfer the course credits to the Office Systems Technology program for an Associate of Applied Science degree.

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST122	Office Computations	1	2	0	2
OST131	Keyboarding	1	2	0	2
OST162	Executive Terminology	3	0	0	3
OST184	Records Management	1	2	0	2
	Totals	6	6	0	9

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	1	2	0	2
OST137	Office Software Apps	1	2	0	2
OST181	Intro to Office Systems	2	2	0	3
	Totals	5	8	0	9

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

PARALEGAL TECHNOLOGY A25380

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

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

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

Awards

Associate Degree: Paralegal Technology (A25380)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Paralegal Technology (D25380)

Length of Program: 3 semesters

Prerequisite: Bachelor's Degree

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Students are required to take two (2) credit hours of Cooperative Education.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Ann Taylor
Telephone Number:	(910) 678-7379
Office Location:	Cumberland Hall, Room 346B
Email:	taylora@faytechcc.edu
Department Office:	Cumberland Hall, Room 346A
Telephone:	(910) 678-8292
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 86% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $23,001.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

PARALEGAL TECHNOLOGY (A25380)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title Class	Lab	Work	Exp.	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
LEX110	Intro to Paralegal Study	2	0	0	2
LEX140	Civil Litigation I	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
POL120	American Government	3	0	0	3
	Totals	15/16	4/6	0	18

SPRING SEMESTER 1

Prefix No.	Title Class	Lab	Work	Exp.	Credit
ENG113	Literature Based Research	3	0	0	3
LEX120	Legal Research/Writing I	2	2	0	3
LEX130	Civil Injuries	3	0	0	3
LEX141	Civil Litigation II	2	2	0	3
LEX180	Case Analysis	1	2	0	2
LEX 210	Real Property I	3	0	0	3
OST136	Word Processing	1	2	0	2
	Totals	15	8	0	19

SUMMER SEMESTER 1

Prefix No.	Title Class	Lab	Work	Exp.	Credit
LEX211	Real Property II	1	4	0	3
LEX250	Wills & Estates	2	2	0	3
PHI230	Introduction to Logic	3	0	0	3
	Totals	**6**	**6**	**0**	**9**

FALL SEMESTER 2

Prefix No.	Title Class	Lab	Work	Exp.	Credit
LEX121	Legal Research/Writing II	2	2	0	3
LEX150	Commercial Law	2	2	0	3
LEX160	Criminal Law & Practice	2	2	0	3
LEX240	Family Law	3	0	0	3
LEX260	Bankruptcy & Collections	3	0	0	3
LEX283	Investigations	1	2	0	2
	Totals	**13**	**8**	**0**	**17**

SPRING SEMESTER 2

Prefix No.	Title Class	Lab	Work	Exp.	Credit
COE112	Co-op Work Experience I	0	0	20	2
COM231	Public Speaking	3	0	0	3
LEX270	Law Office Mgt/Technology	1	2	0	2
LEX285	Workers-Comp Law	2	0	0	2
SOC213	Sociology of the Family	3	0	0	3
	Totals	**9**	**2**	**20**	**12**

TOTAL CREDITS HOURS... 75

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

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

PARALEGAL (D25380)
Effective: Fall 2007
Revised Date: 10/06/06

The Paralegal Diploma is a one-year program of study for those who already have a Bachelor's degree. The diploma program provides intensive practical training in a variety of areas of law. Students who desire to refine the skills acquired through a Bachelor's degree into marketable job competencies in the legal field will find this to be an excellent opportunity. A Paralegal/Legal Assistant may not practice law, give legal advice, or represent clients in a court of law.

Length: 3 Semesters
Prerequisite: BA Degree
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
LEX110	Introduction to Paralegal	2	0	0	2
LEX120	Legal Research/Writing I	2	2	0	3
LEX130	Civil Injuries	3	0	0	3
LEX140	Civil Litigation I	3	0	0	3
LEX180	Case Analysis & Reasoning	1	2	0	2
LEX210	Real Property I	3	0	0	3
	Totals	**19**	**6**	**0**	**22**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
LEX121	Legal Research/Writing II	2	2	0	3
LEX141	Civil Litigation II	2	2	0	3
LEX211	Real Property II	1	4	0	3
LEX250	Wills, Estates, & Trust	2	2	0	3
LEX260	Bankruptcy & Collections	3	0	0	3
OST136	Word Processing	1	2	0	2
PHI230	Introduction to Logic	3	0	0	3
	Totals	**14**	**12**	**0**	**20**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COE112	Co-op Work Experience I	0	0	20	2
LEX270	Law Office Mgt/Technology	1	2	0	2
	Totals	**1**	**2**	**20**	**4**

TOTAL REQUIRED CREDITS ...46

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

PHARMACY TECHNOLOGY D45580

The Pharmacy Technology curriculum prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Graduates will maintain patient's records; fill prescriptions; maintain inventories, setup, package, and label medication doses; prepare solutions and intravenous additives; 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.

Awards

Associate Degree: Not Applicable

Diploma: Pharmacy Technology (D45580)

Length of Program: 3 Semesters

Prerequisite: High School Diploma
1 Unit of Biology
1 Unit of Algebra

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Not Applicable

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Dina Adams
Telephone Number:	(910) 678-8229
Office Location:	Health Technology Center, Room 253-F
Email:	adamsd@faytechcc.edu
Department Office:	Health Technology Center, Room 169
Telephone:	(910) 678-8264
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester . A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 80% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $20,176.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

PHARMACY TECHNOLOGY (D45580)
Effective: Fall 2007
Revised: 10/06/06

Length: 3 Semesters
Prerequisites: 1Unit Biology, 1Unit Algebra
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
*BIO106	Intro to Anat/Phys/Micro	2	2	0	3
CIS113	Computer Basics	0	2	0	1
PHM110	Introduction to Pharmacy	3	0	0	3
PHM111	Pharmacy Practice I	3	3	0	4
PHM115	Pharmacy Calculations	3	0	0	3
PHM115A	Pharmacy Calculations Lab	0	2	0	1
	Totals	11/12	9/11	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
PHM118	Sterile Products	3	3	0	4
PHM120	Pharmacology I	3	0	0	3
PHM136	Pharmacy Clinical	0	0	18	6
PHM155	Community Pharmacy	2	2	0	3
	Totals	11	5	18	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
PHM125	Pharmacology II	3	0	0	3
PHM140	Trends in Pharmacy	2	0	0	2
PHM132	Pharmacy Clinical	0	0	6	2
PSY150	General Psychology	3	0	0	3
	Totals	8	0	6	10

TOTAL REQUIRED CREDITS.... 45

*BIO-106 will not transfer to Associate Degree program.

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.

Awards

Associate Degree: Not Applicable

Length of Program:

Diploma: Not Applicable

Length of Program:

Certificate: Phlebotomy (C45600)

Length of Program: 1 Semester

Prerequisite: High School Diploma or GED

Cooperative Education Requirements/Opportunities: Not Applicable

License or Certification Information: None Required

Programmatic Accreditation:

Accredited by:

National Accrediting Agency for
Clinical Laboratory Sciences
8410 West Byrn Mawr Avenue
Suite 670
Chicago, IL 60631
(773) 714-8880

Program Information Contact:

Curriculum Chairperson:	Linda Starling
Telephone Number:	(910) 678-8538
Office Location:	Health Technology Center, Room 201-G
Email:	starlinl@faytechcc.edu
Department Office:	Health Technology Center, Room 101
Telephone:	(910) 678-9859
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program admits students in the fall, spring and summer semesters.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 33% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $21,000.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

PHLEBOTOMY (C45600)

Effective: Fall 2007
Revised: 10/06/06

Length: 1 Semester
Prerequisite: High School Graduate
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
*PBT100	Phlebotomy Technology	5	2	0	6
*PBT101	Phlebotomy Practicum	0	0	9	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	8	4	9	13

TOTAL CREDIT HOURS.... 13

Note: This certificate is not approved for financial aid.

*PBT-100 and PBT-101 will not transfer to Associate Degree program.

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

PHYSICAL THERAPIST ASSISTANT A45620

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

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.

Awards

Associate Degree: Physical Therapist Assistant (A45620)

Length of Program: 5 Semesters

Prerequisite: High School

Diploma: satisfactory completion of 2 units of algebra, I unit of biology and chemistry

Diploma: None Length of Programs: **Prerequisite:**

Certificate: None Length of Program Prerequisite

Cooperative Education Requirements/Opportunities: None

N C **License or Certification Information:** Licensure required. Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. [A student with a felony conviction may not be eligible for licensure or employment.]

Programmatic Accreditation:

Accredited by Commission on Accreditation, American Physical Therapy Association.

Program Information Contact:

Curriculum Chairperson:	Elaine M. Eckel, PT, MA
Telephone Number:	678-8259
Office Location:	Health Technology Center, 169F
Email:	eckele@faytechcc.edu
Department Office:	Health Technology Center, 169F
Telephone: 678-8264	
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed only for fall admission. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: 678-8448

Child Care Financial Assistance: If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within 4 months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $34,308.

Revised 10/06/06

PHYSICAL THERAPIST ASSISTANT (A45620)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisites: 2 Units of Algebra, 1Unit Biology & Chemistry
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO168	Anatomy & Physiology I	3	3	0	4
CIS113	Computer Basics	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PHY125	Health Sciences Physics	3	2	0	4
PTA110	Intro to Physical Therapy	2	3	0	3
PTA130	Physical Therapy Proc I	1	6	0	3
	Totals	12/13	16/18	0	19

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy & Physiology II	3	3	0	4
BIO175	General Microbiology	2	2	0	3
PSY150	General Psychology	3	0	0	3
PTA120	Functional Anatomy	1	6	0	3
PTA140	Therapeutic Exercise	2	6	0	4
PTA150	Physical Therapy Proc II	1	6	0	3
	Totals	12	23	0	20

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
PTA160	Physical Therapy Proc III	2	3	0	3
PTA170	Pathophysiology	3	0	0	3
PTA180AA	PTA Clinical Ed Intro	0	0	3	1
	Totals	5	3	3	7

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PSY241	Developmental Psych	3	0	0	3
PTA180BB	PTA Clinical Ed Intro	0	0	6	2
PTA222	Professional Interactions	2	0	0	2
PTA240	Physical Therapy Proc IV	3	6	0	5
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	14	6	6	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PTA212	Health Care/Resources	2	0	0	2
PTA260	Adv PTA Clinical Ed	0	0	30	10
	Totals	2	0	30	12

TOTAL REQUIRED CREDITS.... 76

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

PLUMBING D35300

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications. Awards

Diploma: Plumbing (D35300)

Length of Program: 3 Semesters

Prerequisite: High School Diploma

Certificate: Basic Plumbing Certificate (C35300C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

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

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Stewart T. Ditch
Telephone Number:	(910) 678-8522
Office Location:	Cumberland Hall Room 334
Email:	ditchs@faytechcc.edu
Department Office:	Cumberland Hall Room 334
Telephone:	(910) 678-8357
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $27,573.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10//06/06

PLUMBING (D35300)

Effective: Fall 2007
Revised: 10/06/06

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BPR130	Blueprint Reading/Const	1	2	0	2
PLU110	Modern Plumbing	4	15	0	9
PLU140	Intro to Plumbing Codes	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	9/10	19/21	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
*ENG101	Applied Communications I	3	0	0	3
PLU120	Plumbing Applications	4	15	0	9
PLU150	Plumbing Diagrams	1	2	0	2
WLD112	Basic Welding Processes	1	3	0	2
	Totals	9	22	0	17

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
PLU130	Plumbing Systems	3	9	0	6
	Major Elective	3	0	0	3
	Totals	6	9	0	9

TOTAL REQUIRED CREDITS.... 43

*ENG-101 will not transfer to Associate Degree program.

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

PLUMBING/ BASIC PLUMBING CERTIFICATE (C35300C1)

Evening/Weekend Program
Effective: Fall 2006
Revised: 07/18/06

This evening certificate program is designed to prepare individuals for entry-level positions in plumbing. Course work includes fundamental practices in plumbing assembly and repair and in basic plumbing codes. Opportunities for employment as plumbing assistants and as parts supply clerks exist throughout the area. Courses in this program can be transferred directly into the Plumbing diploma curriculum.

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
PLU110AA	Modern Plumbing	3	6	0	5
	Totals	7	8	0	10

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
PLU110BB	Modern Plumbing	1	9	0	4
PLU140	Intro to Plumbing Codes	1	2	0	2
	Totals	2	11	0	6

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

POSTAL SERVICE TECHNOLOGY A55340

The Postal Service Technology curriculum is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

Students will study postal organization, mail processing, operations, employee and customer services, mail delivery and collection, problem analysis, related business and management subjects, and general education courses.

Graduates of the program will be prepared to work in a variety of positions.

Awards

Associate Degree: Postal Service Technology (A55340)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Certificate: Postal Service Technology (C55340C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: Not authorized for this program.

License or Certification Information: None Required

Program Information Contact:

Curriculum Coordinator:	Dennis Sheridan
Telephone Number:	(910) 678-8292
Office Location:	Cumberland Hall, Room 377Q
Email:	sheridad@faytechcc.edu
Department Office:	Cumberland Hall, Room 377
Telephone:	(910) 678-8292
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $39,000.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

POSTAL SERVICE TECHNOLOGY (A55340)

Effective: Fall 2007
Revised: 10/06/06

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0		3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
POS110	POS History & Organization	3	0	0	3
	Totals	12/13	4/6	0	15

SPRING SEMSTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS121	Business Math	2	2	0	3
BUS135	Principles of Supervision	3	0	0	3
POS115	Processing and Distribution	3	0	0	3
POS120	Postal Operations Support	3	0	0	3
	Humanities/Fine Art Elec	3	0	0	3
	Major Elective	3	0	0	3
Totals	17	2	0	18	

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS162	MM Presentation Software	2	2	0	3
	Major Elective	6	0	0	6
	Totals	8	2	0	9

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
POS125	Postal Delivery/Collection	3	0	0	3
POS130	Postal Support & Finance	3	0	0	3
	Totals	15	2	0	16

admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $30,533.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

SPEECH LANGUAGE PATHOLOGY ASSISTANT (A45730)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisites: Algebra I & Biology
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
CIS113	Computer Basics	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
SLP111	Ethics and Standards for SLPAs	3	0	0	3
SLP140	Normal Communication	3	0	0	3
	Totals	16/17	4/6	0	19

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Interpersonal Communication	3	0	0	3
ENG114	Profess. Research & Reporting	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PSY241	Developmental Psychology	3	0	0	3
SLP112	SLPA Anatomy and Physiology	3	0	0	3
SLP130	Phonetics & Speech Patterns	2	2	0	3
	Totals	14	2	0	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT115	Mathematical Models	2	2	0	3
PSY265	Behavior Modification	3	0	0	3
SLP120	SLPA Admin. Proced. & Mgt.	2	0	0	2
	Totals	7	2	0	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SLP211	Developmental Disorders	3	2	0	4
SLP212	Acquired Disorders	3	2	3	5
ASL111	Elementary ASL I	3	0	0	3
	Totals	9	4	3	12

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SLP220	Assistive Technology	1	2	0	2
SLP230	SLPA Fieldwork	0	0	12	4
SLP231	SLPA Fieldwork Seminar	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	7	2	12	12

TOTAL REQUIRED CREDITS.... 66

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

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 NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units. Completion of the degree is recommended since it prepares the graduate for advanced placement in the Surgical Environment.

Awards

Associate Degree: Associate in Applied Science (A45740)

Length of Program: 5 Semesters

Prerequisite: 1 Unit of Biology, 1 Unit of Algebra, Completion of Level I (Diploma), Certified Surgical Technologist (CST), CPR healthcare provider certification, and two references indicating acceptable character

Diploma: Surgical Technology (D45740)

Length of Program: 3 Semesters

Prerequisite: 1 Unit of Biology and Algebra

Diploma: Surgical Technology (D45740B)

Length of Program: 2 Semesters

Prerequisite: 1 Unit of Biology and Algebra
Current Surgical Technologist
Documented 1000 hrs. or more working experience
Documentation of having independently scrubbed on 125 cases
2 letters of recommendation from former and/or current supervisors

---

Programmatic Accreditation: Accredited by:
Accreditation Review Committee on Education in Surgical Technology
6 West Dry Creek Circle Suite 210
Littleton, CO 80120
(303) 694-9262

Program Information Contact:

Curriculum Chairperson:	Terry Herring
Telephone Number:	(910) 678-8358
Office Location:	Health Technologies Center, Room 201E
Email:	herringt@faytechcc.edu
Department Office:	Health Technologies Center, Room 101
Telephone:	(910) 678-9859
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 92% of 2005 graduates available for work were employed within four (4) months.

Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $27,103.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

SURGICAL TECHNOLOGY (A45740)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisite:
1 Unit Biology and Algebra
Completion of Level I (Diploma)
Certified Surgical Technologist (CST)
CPR healthcare provider certification
Two references indicating acceptable character
Award: Associate Degree in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
CIS113	Computer Basics	0	2	0	1
ENG111	Expository Writing	3	0	0	3
SUR110	Intro to Surg Tech	3	0	0	3
SUR111	Periop Patient Care	5	6	0	7
	Totals	15/16	10/12	0	20

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
PSY150	General Psychology	3	0	0	3
SUR122	Surgical Procedures I	5	3	0	6
SUR123	SUR Clinical Practice I	0	0	21	7
	Totals	10	5	21	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SUR134	Surgical Procedures II	5	0	0	5
SUR135	SUR Clinical Practice II	0	0	12	4
SUR137	Prof Success Prep	1	0	0	1
	Totals	6	0	12	10

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG114	Prof Research & Reporting	3	0	0	3
COM231	Public Speaking	3	0	0	3
Humanities/Elective		3	0	0	3
Math/Science/Elective		3	0	0	3
	Totals	12	0	0	12

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
ECO151	Survey of Economics	3	0	0	3
SUR210	Advanced SUR Clinical Practice	0	0	6	2
SUR211	Advanced Theoretical Concepts	2	0	0	2
	Totals	8	0	6	10

TOTAL REQUIRED CREDITS...71

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

SURGICAL TECHNOLOGY (D45740)

Effective: Fall 2007
Revised: 10/06/06

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 NBSTSA (National Board of Surgical Technology and Surgical Assisting) 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.

Length: 3 Semesters
Prerequisite: 1Unit Biology and Algebra
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anat & Physiology	4	2	0	5
*ENG101	Applied Communications I	3	0	0	3
SUR110	Intro to Surg Tech	3	0	0	3
SUR111	Periop Patient Care	5	6	0	7
	Totals	15	8	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
CIS113	Computer Basics	0	2	0	1
PSY150	General Psychology	3	0	0	3
SUR122	Surgical Procedures I	5	3	0	6
SUR123	SUR Clinical Practice I	0	0	21	7
	Totals	10	7	21	20

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SUR134	Surgical Procedures II	5	0	0	5
SUR135	SUR Clinical Practice II	0	0	12	4
SUR137	Prof Success Prep	1	0	0	1
	Totals	6	0	12	10

TOTAL REQUIRED CREDITS.... 48

*ENG-101 will not transfer to Associate Degree program.

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

It is strongly recommended that students take the ACA 111 College Student Success course either before starting the program or as an excess elective course. ACA 111 is required for the AAS in Surgical Technology.

SURGICAL TECHNOLOGY (D45740B)

Effective: Fall 2007
Revised: 10/06/06

The Accelerated Alternate Delivery (AAD) Program was developed to assist non-certified currently practicing Surgical Technologists obtain the educational background required to sit for the Certification Examination with the NBSTSA (National Board of Surgical Technology and Surgical Assisting). Surgical Technologists interested in this program must fit into one of the following categories: 1. On the job trained Surgical Technologists who completed training before March 1, 2000. 2. Military trained. 3. Formerly trained Surgical Technologists who completed their education from a non-Commission on Accreditation of the Allied Health Programs (CAAHEP) accredited program in Surgical Technology.

Graduates of this program will be eligible to apply to take the NBSTSA (National Board of Surgical Technology and Surgical Assisting) 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.

Length: 2 Semesters
Prerequisite:
1 Unit Biology and Algebra
Current Surgical Technologist
Documented 1000 hours working experience as a Surgical Technologist
Documentation of having independently scrubbed on 125 surgical cases
2 Letters of Recommendation from former and/or current supervisors
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anat & Physiology	4	2	0	5
*ENG101	Applied Communications I	3	0	0	3
SUR110	**Intro to Surg 1st 8 wks	3	0	0	3
SUR111	**Periop Patient Care 2nd 8 wks	5	6	0	7
	Totals	15	8	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
CIS113	Computer Basics	0	2	0	1
PSY150	General Psychology	3	0	0	3
SUR122	**Surgical Procedures 1st 8 wks	5	3	0	6
SUR134	**Surgical Procedures II 2nd 8 wks	5	0	0	5
	Totals	15	7	0	18

EXPERIENTIAL CREDIT

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing (Recommended if student wishes AAS degree or higher)				
SUR123	Clinical Practice I	0	0	21	7
SUR135	Clinical Practice II	0	0	12	4
SUR137	Prof Success Prep	1	0	0	1
	Totals	1	0	33	12

TOTAL REQUIRED CREDITS.... 48

*ENG-101 will not transfer to Associate Degree program.

**All surgical courses (SUR) are taught online.

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

SURVEYING TECHNOLOGY A40380

The Surveying Technology curriculum provides training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other areas of property description and measurements. Course work includes the communication and computational skills required for boundary, construction, route, and control surveying, photogrammetry, topography, drainage, surveying law, and subdivision design, with emphasis upon applications of electronic data collection and related software including CAD. Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become a Registered Land Surveyor in North Carolina.

Awards

Associate Degree: Surveying Technology (A40380)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Not Applicable

Certificate: Not Applicable

Cooperative Education Requirements/Opportunities: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of CIV 212 provided they acquire approval from the Co-op Director and the Department Chairperson

License or Certification Information: None Required

Program Information Contact:

Program Coordinator:	Tony P. Hayes
Telephone Number:	(910) 678-8458
Office Location:	Advanced Technology Center, Room 244C
Email:	hayest@faytechcc.edu
Department Office:	Advanced Technology Center, Room 244
Telephone:	(910) 678-8458
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100 % of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $42,000.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 10/06/06

SURVEYING TECHNOLOGY (A40380)

Effective: Fall 2007
Revised: 10/06/06

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
EGR115	Intro to Technology	2	3	0	3
ENG111	Expository Writing	3	0	0	3
MAT121	Algebra/Trigonometry I	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	11/12	7/9	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV125	Civil/Surveying CAD	1	6	0	3
MAT122	Algebra/Trigonometry II	2	2	0	3
PHY131	Physics-Mechanics	3	2	0	4
SRV110	Surveying I	2	6	0	4
Humanities/Fine Arts Elective		3	0	0	3
	Totals	11	16	0	17

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV110	Statics/Strength of Materials	2	6	0	4
SRV111	Surveying II	2	6	0	4
	Totals	**4**	**12**	**0**	**8**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV111	Soils and Foundations	2	3	0	3
CIV211	Hydraulics and Hydrology	2	3	0	3
CIV230	Construction Estimating	2	3	0	3
SRV210	Surveying III	2	6	0	4
SRV220	Surveying Law	2	2	0	3
	Totals	**10**	**17**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV212	Environmental Planning	2	3	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
SRV230	Subdivision Planning	1	6	0	3
SRV240	Topo/Site Surveying	2	6	0	4
	Totals	**11**	**15**	**0**	**16**

TOTAL REQUIRED CREDITS.... 72

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of CIV 212 provided they acquire approval from the Co-op Director and the Department Chairperson.

WEB TECHNOLOGIES A25290

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Awards

Associate Degree: Web Technologies (A25290)

Length of Program: 5 Semesters

Prerequisite: High School Diploma and Algebra I and II

Diploma: Not Applicable

Certificate: Web Basics (C25290C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Web Programming (C25290C2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Web Management (C25290C3)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Web Back-Office (C25290C4)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Server Side Web Programming (C25290C5)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Cooperative Education Requirements/Opportunities: 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 upon approval of the Department Chairperson and the Co-op Director.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	Kenneth R. Kleiner
Telephone Number:	(910) 678-8572
Office Location:	ATC 113
Email:	kleinerk@faytechcc.edu
Department Office:	Advanced Technology Center, Room 113
Telephone:	(910) 678-8347
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387 Employment Statistics

Job Placement Rates: 78% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $47,000.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted to the program.

Revised: 12/13/06

WEB TECHNOLOGIES (A25290)

Effective: Fall 2007
Revised: 12/13/06

Length: 5 Semesters
Prerequisite: High School Diploma and Algebra I & II
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	3	0	3
SEC110	Security Concepts	3	0	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
WEB120	Intro Internet Multimedia	2	2	0	3
	Totals	**11/12**	**9/11**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
or					
CTS115	Info Sys Business Concept	3	0	0	3
DBA110	Database Concepts	2	3	0	3
ENG111	Expository Writing	3	0	0	3
NOS110	Operating System Concepts	2	3	0	3
WEB111	Intro to Web Graphics	2	2	0	3
WEB115	Web Markup and Scripting	2	2	0	3
	Totals	**14**	**10**	**0**	**18**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communications	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG114	Prof Research and Reporting	3	0	0	3
ITN150	Internet Protocols	2	2	0	3
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
WEB140	Web Development Tools	2	2	0	3
WEB210	Web Design	2	2	0	3
Major Elective		2	2	0	3
	Totals	**12/13**	**10/12**	**0**	**18**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
WEB182	PHP Programming	2	2	0	3
WEB230	Implementing Web Serv	2	2	0	3
WEB250	Database Driven Websites	2	2	0	3
	Major Elective	1	2	0	2
	Social/Behavioral Elective	3	0	0	3
	Totals	13	10	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.

WEB TECHNOLOGIES/ SERVER SIDE WEB PROGRAMMING CERTIFICATE (C25290C5)

Effective: Fall 2006
Revised: 07/10/06

Students are exposed to server-based programming languages. Emphasis is placed on those languages that enhance or add functionality to the website.

Length: 2 Semesters
Prerequisite: High School Diploma and Algebra 1
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
CSC151	JAVA Programming	2	3	0	3
SEC110	Security Concepts	3	0	0	3
	Totals	7	6	0	9

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC258	JAVA Enterprise Programs	2	3	0	3
WEB180	Active Server Pages	2	2	0	3
WEB183	Perl Programming	2	2	0	3
	Totals	6	7	0	9

TOTAL REQUIRED CREDITS...18

Co-op Option: Not authorized for this program.

WEB TECHNOLOGIES/ WEB BACK-OFFICE CERTIFICATE (C25290C4)

Effective: Fall 2006
Revised: 07/18/06

Students are introduced to the basics of operating systems and networking concepts. They are given further information specific to at least two different operating systems. They are introduced to some of the different protocols in use on the Internet.

Length: 2 Semesters
Prerequisite: High School Diploma and Algebra 1
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
ITN150	Internet Protocols	2	2	0	3
SEC110	Security Concepts	3	0	0	3
	Totals	7	4	0	9

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
NOS110	Operating System Concepts	2	3	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
	Totals	6	7	0	9

TOTAL REQUIRED CREDITS.... 18

Co-op Option: Not authorized for this program.

WEB TECHNOLOGIES/ WEB BASICS CERTIFICATE (C25290C1)

Effective: Fall 2006
Revised: 11/22/05

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).

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
WEB120	Intro Internet Multimedia	2	2	0	3
WEB210	Web Design	2	2	0	3
	Totals	6	6	0	9

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB140	Web Development Tools	2	2	0	3
	Totals	2	2	0	3

TOTAL REQUIRED CREDITS.... 12

Co-op Option: Not authorized for this program.

WEB TECHNOLOGIES/ WEB MANAGMENT CERTIFICATE (C25290C3)

Effective: Fall 2006
Revised:07/18/06

Students are introduced to the basics of the Internet. Students are taught the basics of web site management, allowing transfer of websites from one server to another, with minimal changes required by the site. Students are taught how to set up web servers, ftp servers, email servers, etc.

Length: 2 Semesters
Prerequisite: High School Diploma and Algebra 1
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
NET110	Networking Concepts	2	2	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
	Totals	6	6	0	9

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS110	Operating System Concepts	2	3	0	3
WEB230	Implementing Web Serv	2	2	0	3
SEC110	Security concepts	3	0	0	3
	Totals	7	5	0	9

TOTAL REQUIRED CREDITS.... 18

Co-op Option: Not authorized for this program.

WEB TECHNOLOGIES/ WEB PROGRAMMING CERTIFICATE (C25290C2)

Effective: Fall 2006
Revised: 07/10/06

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.

Length: 2 Semesters
Prerequisite: High School Diploma and Algebra 1
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CSC151	Java Programming	2	3	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
	Totals	6	7	0	9

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB115	Web Markup and Scripting	2	2	0	3
	Totals	2	2	0	3

TOTAL REQUIRED CREDITS.... 12

Co-op Option: Not authorized for this program.

WELDING TECHNOLOGY D50420

The Welding Technology curriculum provides students with a sound understanding of the science, technology and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provide the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Awards

Associate Degree: Not Applicable

Diploma: Welding Technology (D50420)

Length of Program: 3 Semesters

Prerequisite: High School Diploma

Certificate: Basic Welding Technology Certificate (C50420C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: N/A

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson:	William Butler
Telephone Number:	(910) 678-8460
Office Location:	Lafayette Hall, Room 149A
Email:	butlerb@faytechcc.edu
Department Office:	Lafayette Hall, Room 120
Telephone:	(910) 678-8383
FTCC Web Site:	www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics

Job Placement Rates: 100% of 2005 graduates available for work were employed within four (4) months. Average Salary of Graduates: Graduates who graduated in 2005 earn an average salary of $33,957.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.
Revised: 10/06/06

WELDING TECHNOLOGY (D50420)

Effective: Fall 2007
Revised: 10/06/06

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
PSY118	Interpersonal Psychology	3	0	0	3
WLD110	Cutting Processes	1	3	0	2
WLD115	SMAW (Stick) Plate	2	9	0	5
WLD141	Symbols & Specifications	2	2	0	3
WLD143	Welding Metallurgy	1	2	0	2
	Totals	**9/10**	**18/20**	**0**	**17**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*ENG101	Applied Communications I	3	0	0	3
WLD116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD131	GTAW (Tig) Plate	2	6	0	4
	Totals	**8**	**21**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WLD261	Certification Practices	1	3	0	2
WLD262	Inspection & Testing	2	2	0	3
	Major Elective	3	0	0	3
	Totals	**6**	**5**	**0**	**8**

TOTAL REQUIRED CREDITS... 40

Co-op Option: N/A

*ENG-101 will not transfer to Associate Degree program.

WELDING TECHNOLOGY/ BASIC WELDING TECHNOLOGY (C50420C1)

Evening/Weekend Program
Effective: Fall 2006
Revised: 07/18/06

This evening certificate program is designed to give individuals the opportunity to acquire fundamental skills in welding. Coursework includes electrode welding and cutting processes and welding symbols and specifications. Excellent employment opportunities as entry-level welding apprentices in industry, manufacturing and construction exist throughout the region. Courses in this program can be transferred directly into the Welding Technology diploma program.

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
WLD110	Cutting Processes	1	3	0	2
WLD115	SMAW (Stick) Plate	2	9	0	5
	Totals	**4**	**12**	**0**	**8**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
WLD116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD141	Symbols & Specifications	2	2	0	3
	Totals	**3**	**13**	**0**	**8**

TOTAL REQUIRED CREDITS.... 16

Co-op Option: N/A

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACA 111 College Student Success	**01**	**00**	**00**	**01**

Prerequisites: ENG-090 or ACCUPLACER Writing Score of 87 and RED-090 or ACCUPLACER Reading Score of 80 and Math 070 of ACCUPLACER Elementary Algebra score of 60 or 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.
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 business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

ACC 120 Prin of Financial Acct	**03**	**02**	**00**	**04**

Prerequisites: ENG-090 or ACCUPLACER Writing Score of 87 and RED-090 or ACCUPLACER Reading Score of 80 and Math 070 of ACCUPLACER Elementary Algebra score of 60 or 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.
Corequisites: None
Component ACC 120AA, ACC 120BB
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 121AA, ACC 121BB
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. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. This course is also available through the Virtual Learning Community (VLC).

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 law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. This course is also available through the Virtual Learning Community (VLC).

ACC 131 Federal Income Taxes	**02**	**02**	**00**	**03**

Prerequisites ACC 111 or ACC 120
Corequisites: None
Component: None
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC 140 Payroll Accounting 01 02 00 02
Prerequisites ACC 115 or ACC 120
Corequisites: None
Component: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. This course is also available through the Virtual Learning Community (VLC).

ACC 150 Acct Software Appl 01 02 00 02
Prerequisites ACC 115 or ACC 120
Corequisites: None
Component: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. This course is also available through the Virtual Learning Community (VLC).

ACC 175 Hotel & Restaurant Acct 03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.

ACC 220 Intermediate Accounting I 03 02 00 04
Prerequisites ACC 120
Corequisites: None
Component: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. This course is also available through the Virtual Learning Community (VLC).

ACC 221 Intermediate Accounting II 03 02 00 04
Prerequisites ACC 220
Corequisites: None
Component: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting 03 00 00 03
Prerequisites ACC 121
Corequisites: None
Component: None
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 226 Adv Managerial Acct 03 00 00 03
Prerequisites ACC 121
Corequisites: None
Component: None
This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

ACC 227 Practices in Accounting 03 00 00 03
Prerequisites ACC 220
Corequisites: None
Component: None
This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

ACC 240 Gov. & Not-for-Profit Acct. 03 00 00 03
Prerequisites ACC 121
Corequisites: None
Component: None
This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 250 Advanced Accounting 03 00 00 03
Prerequisites ACC 220

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

Corequisites: None
Component: None
This course is designed to analyze special accounting issues, which may include business combinations , partnerships, international accounting, estates, and trusts. Emphasis is placed on analyzing transactions and preparing working papers and financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.

ACC 269 Audit & Assurance Servcs 03 00 00 03
Prerequisites ACC 220
Corequisites: None
Component: None
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

AHR 110 Intro to Refrigeration 02 06 00 05
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology 02 04 00 04
Prerequisites AHR 110
Corequisites: None
Component: None
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

AHR 113 Comfort Cooling 02 04 00 04
Prerequisites: None
Corequisites: None
Component: None
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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.

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 Cust 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.

AHR 212 Advanced Comfort Sys 02 06 00 04
Prerequisites: All courses required: AHR 114, AHR 115
Corequisites: None
Component: None
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 215 Commercial HVAC Controls 01 03 00 02
Prerequisites AHR 111
Corequisites: None
Component: None
This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

AHR 240 Hydronic Heating 01 03 00 02
Prerequisites AHR 112
Corequisites: None
Component: None
This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems

AHR 245 Chiller Systems 01 03 00 02
Prerequisites AHR 110
Corequisites: None
Component: None
This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.

AHR 250 HVAC System Diagnostics 00 04 00 02
Prerequisites AHR 112
Corequisites: AHR 212
Component: None

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

ANT 210 General Anthropology — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 220 Cultural Anthropology — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 221 Comparative Cultures — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 230 Physical Anthropology — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the scientific study of human evolution and adaptation. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as non-human primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes which have resulted in the formation of the human species. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 230A Physical Anthro Lab — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: ANT 230
Component: None
This course provides laboratory work that reinforces the material presented in ANT 230. Emphasis is placed on laboratory exercises which may include fossil identification, genetic analysis, skeletal comparisons, forensics, computer simulations, and field observations. Upon completion, students should be able to demonstrate an understanding of the analytical skills employed by anthropologists in the study of primate evolution and variation. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 240 Archaeology — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ARC 111 Intro to Architectural Tech. — CLASS HRS: 01, LAB HRS: 06, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC 112 Const. Materials&Methods — CLASS HRS: 03, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ARC 113 Residential Architect Tech	**01**	**06**	**00**	**03**

Prerequisites ARC 111
Corequisites ARC 112
Component: None
This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

ARC 114 Architectural CAD	**01**	**03**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

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 or CAR 111
Corequisites: None
Component: None
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

ARC 211 Light Construction Tech	**01**	**06**	**00**	**03**

Prerequisites ARC 111
Corequisites ARC 112
Component: None
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.

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 Architect 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.

ARC 231 Architect Presentations	**02**	**04**	**00**	**04**

Prerequisites ARC 111
Corequisites: None
Component: None
This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

ARC 235 Architectural Portfolio	**02**	**03**	**00**	**03**

Prerequisites ARC 221
Corequisites: None
Component: None
This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

ARC 240 Site Planning	**02**	**02**	**00**	**03**

Prerequisites ARC 111
Corequisites: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

Component: None
This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

ARC 241 Contract Administration 01 02 00 02
Prerequisites ARC 111 or ARC 112
Corequisites: None
Component: None
This course covers the techniques for reviewing the progress of construction projects. Topics include site observations, field reports, applications for payment, change orders, and other related topics. Upon completion, students should be able to review construction progress and produce appropriate documentation.

ARC 250 Survey of Architecture 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

ARC 264 Digital Architecture 01 03 00 02
Prerequisites ARC 114
Corequisites: None
Component: None
This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

ART 111 Art Appreciation 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 114 Art History Survey I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 115 Art History Survey II 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community VLC).

ART 116 Survey of American Art 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ART 122 Design II	**00**	**06**	**00**	**03**

Prerequisites: ART 121
Corequisites: None
Component: None
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 131 Drawing I	**00**	**06**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 132 Drawing II	**00**	**06**	**00**	**03**

Prerequisites: ART 131
Corequisites: None
Component: None
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased 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.

ART 135 Figure Drawing I	**00**	**06**	**00**	**03**

Prerequisites: ART 131
Corequisites: None
Component: None
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 171 Computer Art I	**00**	**06**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 240 Painting I	**00**	**06**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 241 Painting II	**00**	**06**	**00**	**03**

Prerequisites: ART 240
Corequisites: None
Component: None
his course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 244 Watercolor	**00**	**06**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 281 Sculpture I	**00**	**06**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 282 Sculpture II	**00**	**06**	**00**	**03**

Prerequisites: ART 281
Corequisites: None
Component: None
This course builds on the visual and technical skills learned

in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement

ART 283 Ceramics I — CLASS HRS 00, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 284 Ceramics II — CLASS HRS 00, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: ART 283
Corequisites: None
Component: None
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 288 Studio — CLASS HRS 00, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 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. <NULL>

ASL 111 Elementary ASL I — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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.

ASL 181 ASL Lab 1 — CLASS HRS 00, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 00, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

ASL 281 ASL Lab 3 00 02 00 01
Prerequisites: ASL 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills study of and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ASL 282 ASL Lab 4 00 02 00 01
Prerequisites: ASL 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

AST 111 Descriptive Astronomy 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

AST 111A Descrip Astronomy Lab 00 02 00 01
Prerequisites: None
Corequisites: AST 111
Component: None
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

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.

AUB 122 Non-Structural Damage II 02 06 00 04
Prerequisites: AUB 121
Corequisites: None
Component: None
This course covers safety, tools, and advanced body repair . Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I 02 04 00 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II 02 06 00 04
Prerequisites: AUB 131
Corequisites: None
Component: None
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding 01 04 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics & Adhesives 01 04 00 03
Prerequisites: None
Corequisites: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

Component: None
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 141 Mech & Elec Components I 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 162 Autobody Estimating 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUT 113 Automotive Servicing 02 06 00 04
Prerequisites: AUT 115, AUT 181, AUT 151, AUT 231
Corequisites: None
Component: None
This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate equipment.

AUT 115 Engine Fundamentals 02 03 00 03
Prerequisites: None
Corequisites: AUT 116
Component: None
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116 Engine Repair 01 03 00 02
Prerequisites: None
Corequisites: AUT 115
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.

AUT 162 Chassis Electr & Electronics 02 02 00 03
Prerequisites: None
Corequisites: One course required: AUT 163, COE 111 or COE 212
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

AUT 163 Chas Elect& Electronics Lab 00 02 00 01
Prerequisites: None
Corequisites: AUT 162
Component: None
This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162.

AUT 164 Automotive Electronics 02 02 00 03
Prerequisites: AUT 161
Corequisites: None
Component: None
This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

AUT 171 Heating & Air Conditioning 02 03 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Perfor-Electrical 02 03 00 03
Prerequisites: None
Corequisites: AUT 182
Component: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

AUT 182 Engine Perf-Elect 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 Performa-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 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.

AUT 221 Automatic Transmissions 02 06 00 04
Prerequisites: None
Corequisites: None
Component: None
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair

automatic drive trains.

AUT 231 Manual Drive Trains/Axles — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: One course required: AUT 232, COE 111 or COE 112
Component: None
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 232 Man Drive Trains/Axles Lab — CLASS HRS 00, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 01
Prerequisites: None
Corequisites: AUT 231
Component: None
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.

AUT 281 Adv Engine Performance — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.

BAF 110 Principles of Banking — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

BAF 111 Teller Training — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training.

BAF 131 Fund of Bank Lending — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites ACC 120
Corequisites: None
Component: None
This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"'s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

BAF 141 Law & Banking: Principles — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 222 Money and Banking — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

BAF 232 Consumer Lending — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect

lending.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BAF 234 Resid Mortgage Lending	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of the field of mortgage lending and the various financial markets for real estate mortgages. Topics include conventional and government related mortgages, contracts, financial markets, and qualifying prospective loan customers. Upon completion, students should be able to demonstrate an understanding of mortgage loan origination and processing, government regulations, and compliance issues.

BAF 235 Analyzing Financial State	**03**	**00**	**00**	**03**

Prerequisites ACC 120
Corequisites: None
Component: None
This course provides practice in constructing and analyzing long-range, multiple-year forecasts of income statements and balance sheets, and cash budgets. Topics include trend, ratio, common size, comparative analysis, programs, projections, and cash budgets. Upon completion, students should be able to analyze income statements, balance sheets, and pro forma statements.

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: None
This course covers basic cell biology. Emphasis is placed on biological chemistry, cell structure and function, cellular metabolism, genetics, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

BIO 094 Concepts of Human Bio	**03**	**02**	**00**	**04**

Prerequisites: None
Corequisites: RED 090 or COMPASS Reading Score of 68
Component: None
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 106 Intro to Anat/Phys/Micro	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. This course is intended for certificate and diploma programs.

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: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 112 General Biology II	**03**	**03**	**00**	**04**

Prerequisites: BIO 111
Corequisites: None
Component: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 120 Introductory Botany	**03**	**03**	**00**	**04**

Prerequisites: BIO 111
Corequisites: None
Component: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of

systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

BIO 130 Introductory Zoology — CLASS HRS 03, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: BIO 111
Corequisites: None
Component: None
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 140 Environmental Biology — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: BIO 140A
Component: None
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).

BIO 140A Environmental Bio Lab — CLASS HRS 00, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 01
Prerequisites: None
Corequisites: BIO 140
Component: None
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 161 Intro to Human Biology — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: OST 141 and OST 142
Corequisites: None
Component: None
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

BIO 163 Basic Anat and Physiology — CLASS HRS 04, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 05
Prerequisites: None
Corequisites: None
Component: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 165 Anatomy and Physiology I — CLASS HRS 03, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: None
Corequisites: None
Component: None
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

BIO 166 Anatomy and Physiology II — CLASS HRS 03, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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. This course is also available through the Virtual Learning Community (VLC).

BIO 168 Anatomy and Physiology I — CLASS HRS 03, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: None
Corequisites: None
Component: None
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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: None
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as matabolism, 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 electivecourse requirement.

BIO 175 General Microbiology 02 02 00 03
Prerequisites: One course required: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
Corequisites: None
Component: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 180 Biological Chemistry 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an introduction to basic biochemical processes in living systems. Topics include properties of carbohydrates, lipids, proteins, nucleic acids, vitamins, and buffers, with emphasis on biosynthesis, degradation, function, and equilibrium. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 221 Botany I 03 03 00 04
Prerequisites: BIO 112
Corequisites: None
Component: None
This course provides an introduction to the higher vascular plants. Topics include the structure, function, growth, life cycles, reproduction, and economic importance. Upon completion, students should be able to describe the biology and value of the higher vascular plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 222 Botany II 03 03 00 04
Prerequisites: BIO 112
Corequisites: None
Component: None
This course includes a survey of the plant kingdom complete with a plant collection and field work. Emphasis is placed on ecology and the taxonomy of higher plants. Upon completion, students should be able to classify common plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 223 Field Botany 02 03 00 03
Prerequisites: BIO 112
Corequisites: None
Component: None
This course provides a field and laboratory study of local flora. Emphasis is placed on local flora classification, identification, and ecology by the use of keys and field studies. Upon completion, students should be able to use keys for the classification and identification of local flora and to demonstrate an understanding of plant ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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 250 Genetics 03 03 00 04
Prerequisites: BIO 112
Corequisites: None
Component: None
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 275 Microbiology 03 03 00 04
Prerequisites: One course required: BIO 112, BIO 163 or BIO 168
Corequisites: None
Component: None
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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 04 00 04
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: Mech 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: Const. 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BTC 181 Basic Lab Techniques 03 03 00 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

BTC 191 Selected Topics in Biotech 01 03 00 01
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Colleges may use the fourth sentence to specify other college requirements.

BTC 250 Molecular Genetics 03 00 00 03
Prerequisites: BIO 112
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course covers the basic principles of molecular genetics. Topics will include Mendelian inheritance, DNA replication, RNA transcription, translation of proteins, chromosome structure, and evolution. Upon completion, students should be able to demonstrate knowledge of molecular genetics and principles of heredity.

BTC 270 Recombinant DNA Tech 03 03 00 04
Prerequisites: BTC 250 and BTC 181
Corequisites: None
Component: None
This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques.

BTC 281 Bioprocess Techniques 02 06 00 04
Prerequisites: BTC 181
Corequisites: None
Component: None
This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centerfugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

BTC 285 Cell Culture 02 03 00 03
Prerequisites: BIO 275
Corequisites: None
Component: None
This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.

BTC 286 Immunological Techniques 03 03 00 04
Prerequisites: BTC 285
Corequisites: None
Component: None
This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.

BTC 288 Biotech Lab Experience 00 06 00 02
Prerequisites: BIO 250, BTC 281, and BTC 285 or 286
Corequisites: None
Component: None
This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.

BUS 110 Introduction to Business 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BUS 115 Business Law I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BUS 116 Business Law II 03 00 00 03
Prerequisites: BUS 115
Corequisites: None
Component: None
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121 Business Math 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125 Personal Finance 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135 Principles of Supervision 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. This course is also available through the Virtual Learning Community (VLC).

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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.

BUS 217 Employment Law and Reg. 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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. This course is also available through the Virtual Learning Community (VLC).

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 Mgt 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. This course is also available through the Virtual Learning Community (VLC).

BUS 235 Performance Mgt 03 00 00 03
Prerequisites: None
Corequisites: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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 Mgt 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 Appli Seminar 01 02 00 02
Prerequisites: Take ACC 120, BUS 115, BUS 137, and MKT 120. Take 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. This course is also available through the Virtual Learning Community (VLC).

BUS 253 Leadership&Mgt Skills 03 00 00 03
Prerequisites: None
Corequisites: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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 & PerPlan 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. This course is also available through the Virtual Learning Community (VLC).

BUS 258 Comp&Bene 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. This course is also available through the Virtual Learning Community (VLC).

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. This course is also available through the Virtual Learning Community (VLC).

BUS 260 Business Communication 03 00 00 03
Prerequisites: All courses required: CIS 111 and ENG 111
Corequisites: None
Component: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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.

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 111AA, CAR 111BB
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II 03 15 00 08
Prerequisites: A set of courses is required: CAR 111 or CAR111AA and CAR 111BB
Corequisites: None
Component: CAR 112AA, CAR112BB
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 111AA and CAR 111BB
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 Resident 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.

CCT 112 Ethics & High Technology 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value system and apply ethical considerations in identifiable cyber crime investigations.

CCT 231 Technology Crimes & Law 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CCT 240 Data Recovery Techniques 02 03 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence.

CET 245 Internet Servers 02 03 00 03
Prerequisites: CSC 134 or CSC 151
Corequisites: None
Component: None
This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNMP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and listserve services; and other topics. Upon completion, students should be able to set up and maintain Internet servers.

CHM 081 Basic Chemistry I 03 02 00 04
Prerequisites: None
Corequisites: MAT 070
Component: None
This course covers basic fundamental principles and laws of chemistry. Topics include matter, energy, atomic structure, periodic classification, nomenclature, bonding, molecular geometry, measurement, chemical reactions, stoichiometry, and gas laws. Upon completion, students should be able to explain and apply the chemical concepts and laboratory skills as needed in CHM 082.

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: None
This course provides a continuation of the study of basic fundamental principles and laws of chemistry. Topics include intermolecular forces, solutions, acids and bases, redox reactions, chemical equilibrium, with elements of organic and nuclear chemistry. Upon completion, students should be able to explain and apply basic chemical concepts and laboratory skills needed for success in college-level chemistry courses.

CHM 090 Chemistry Concepts 04 00 00 04
Prerequisites: None
Corequisites: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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: None
This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.

CHM 094 Basic Biological Chemistry 03 02 00 04
Prerequisites: Take 1 course: MAT 060, MAT 070, MAT 080, NAT 090, MAT 120, MAT 121, MAT 161, MAT 171 OR MAT 175
Corequisites: MAT 070
Component: None
This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

CHM 115 Concepts in Chemistry 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic chemical concepts and their applications to daily life for non-science majors. Topics include air pollution, global warming, energy, world of polymers, water and its importance to a technological society, food, drugs, and nuclear chemistry. Upon completion, students should be able to discuss, apply, and appreciate the impact of chemistry on modern society. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 115A Concepts in Chemistry Lab 00 02 00 01
Prerequisites: None
Corequisites: CHM 115
Component: None
This course is a laboratory for CHM 115. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 115. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical concepts presented in CHM 115. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

CHM 130 Gen, Organic, & Biochemistry 03 00 00 03
Prerequisites: None
Corequisites: CHM 130A
Component: None
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 130A Gen, Org, & Biochem Lab 00 02 00 01
Prerequisites: None
Corequisites: CHM 130
Component: None
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. This course has been approved to satisfy the ComprehensiveArticulation Agreement pre-major and/or elective course requirement.

CHM 131 Introduction to Chemistry 03 00 00 03
Prerequisites: None
Corequisites: CHM 131A
Component:
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 131A Intro to Chemistry Lab 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 or CHM 151
Corequisites: None
Component: None
This course provides a survey of major functional classes

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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: None
This course provides an introduction to inorganic chemistry. Emphasis is placed on measurement, atomic structure, bonding, molecular geometry, nomenclature, reactions, the mole concept, stoichiometric calculations, states of matter, and the gas laws. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 136 Survey of Chemistry II 03 02 00 04
Prerequisites: CHM 135
Corequisites: None
Component: None
This course is a continuation of CHM 135 with further study of inorganic reactions and an introduction to organic, biological, and nuclear chemistry. Topics include solutions, acid-base theory, redox reactions, chemical kinetics, organic chemistry, biochemistry, and nuclear chemistry. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 151 General Chemistry I 03 03 00 04
Prerequisites: MAT 161
Corequisites: None
Component: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 152 General Chemistry II 03 03 00 04
Prerequisites: CHM 151
Corequisites: None
Component: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 251 Organic Chemistry I 03 03 00 04
Prerequisites: CHM 152
Corequisites: None
Component: None
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 252 Organic Chemistry II 03 03 00 04
Prerequisites: CHM 251
Corequisites: None
Component: None
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CIS 070 Fund of Computing 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

CIS 110 Introduction to Computers 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC)

CIS 111 Basic PC Literacy 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. This course is also available through the Virtual Learning Community (VLC).

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. This course will become obsolete effective Summer 2007.

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. This course is also available through the Virtual Learning Community (VLC).

CIS 115 Intro to Prog & Logic 02 03 00 03
Prerequisites: Take 1 course: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
Component: None
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).

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 120 has been revised to CTS 130 (Spreadsheet) effective Fall 2006. See CTS 130 for course information.

CIS 122 Intro to Business Comp 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. This course will become obsolete effective Summer 2007.

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.

CIS 126 Graphics Software Intro 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications.

CIS 128 Computer Language Survey 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to compare various computer languages. Emphasis is placed on appropriate uses, syntax, and comparative programming. Upon completion, students should be able to select the appropriate language for problem solving. This course will become obsolete effective Summer 2007.

CIS 130 Survey of Op Systems 02 03 00 03
Prerequisites: CIS 110 or CIS 111
Corequisites: None
Component: None
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures;

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance. CIS 130 has been revised to NOS 110 (Operating System Concepts) effective Fall 2006. See NOS 110 for course information.

CIS 148 Operating Sys - Windows NT 02 02 00 03
Prerequisites: None
Corequisites: CIS 130
Component: None
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. This course will become obsolete effective Summer 2007.

CIS 152 Database Concepts & Apps 02 02 00 03
Prerequisites: One course required: CIS 110, CIS 111 or CIS 115
Corequisites: None
Component: None
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices. CIS 152 has been revised to DBA 110 (Database Concepts) effective Fall 2006. See DBA 110 for course information.

CIS 154 Database Utilization 01 02 00 02
Prerequisites: CIS 110 or CIS 111 or OST 137
Corequisites: None
Component: None
This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end-user mode. This course will become obsolete effective Summer 2007.

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 157 has been revised to DBA 120 (Database Programming I) effective Fall 2006. See DBA 120 for course information.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

CIS 162 Multimedia Present Soft 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. This course will become obsolete effective Summer 2007.

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. This course will become obsolete effective Summer 2007.

CIS 172 Intro 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 172 has been revised to WEB 110 (Internet/Web Fundamentals) effective Fall 2006. See WEB 110 for course information.

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. This course is also available through the Virtual Learning Community (VLC).
This course will become obsolete effective Summer 2007.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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. This course will become obsolete effective Summer 2007.

CIS 215 Hardware Install/Maint	**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. This course will become obsolete effective Summer 2007.

CIS 216 Software Install/Maint	**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. CIS 216 has been revised to CTS 220 (Adv Hard/Software Support) effective Fall 2006. See CTS 220 for course information.

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 220 has been revised to CTS 230 (Advanced Spreadsheet) effective Fall 2006. See CTS 230 for course information.

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. This course will become obsolete effective Summer 2007.

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. This course is also available through the Virtual Learning Community (VLC). This course will become obsolete effective Summer 2007.

CIS 257 DB Prog II	**02**	**02**	**00**	**03**

Prerequisites: CIS 157
Corequisites: None
Component: None
This course is designed to enhance programming skills developed in CIS 157. Topics include application development with GUI front ends and embedded programming. Upon completion, students should be able to develop a DBMS application which includes a GUI front end and report generation. This course will become obsolete effective Summer 2007.

CIS 274 NetSys Mgn 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 is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program. This course will become obsolete effective Summer 2007.

CIS 275 Network Management II	**02**	**02**	**00**	**03**

Prerequisites: CIS 175
Corequisites: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

Component: None
This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance. This course will become obsolete effective Summer 2007.

CIS 286 Systems Analysis & Design 03 00 00 03
Prerequisites: All courses required: CIS 115, CIS 152 and CSC 235
Corequisites: None
Component: None
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques. This course will become obsolete effective Summer 2007.

CIS 287 Network Support 02 02 00 03
Prerequisites: CIS 274 or CIS 275
Corequisites: None
Component: None
This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and trouble shooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, and fix network hardware problems. This course has is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program. This course will become obsolete effective Summer 2007.

CIS 288 Systems Project 01 04 00 03
Prerequisites: CIS 286
Corequisites: None
Component: None
This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. This course will become obsolete effective Summer 2007.

CIV 110 Statics/Strength of Mat 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, ERG 115, and SRV 110
Corequisites:
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.

CIV 212 Environmental Planning 02 03 00 03
Prerequisites: CIV 211
Corequisites: None
Component: None
This course covers water and wastewater technology, erosion and sedimentation control, and other related topics. Topics include collection, treatment, and distribution of water and wastewater and erosion and sedimentation

control law. Upon completion, students should be able to demonstrate knowledge of water and wastewater systems and prepare erosion and sedimentation control plans.

CIV 222 Reinforced Concrete — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: CIV 110
Corequisites: None
Component: None
This course introduces the basic elements of reinforced concrete and masonry structures. Topics include analysis and design of reinforced concrete beams, slabs, columns, footings, and retaining walls; load-bearing masonry walls; and ACI manuals and codes. Upon completion, students should be able to analyze and design components of a structure using reinforced concrete and masonry elements and utilize appropriate ACI publications.

CIV 230 Construction Estimating — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: One course required: CIS 110, CIS 111 or ERG 115
Corequisites: None
Component: None
This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

CIV 240 Project Management — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: CIV 210 and EGR 115
Corequisites: None
Component: None
This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

CIV 250 Civil Eng Tech Project — CLASS HRS 01, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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 Enforc Training — CLASS HRS 09, LAB HRS 30, CLINIC HRS 00, CREDIT HRS 19
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 dividedinto 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 Intro to Criminal Justice — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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. This course is also available through the Virtual Learning Community (VLC).

CJC 114 Investigative Photography — CLASS HRS 01, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 02
Prerequisites: None
Corequisites: None
Component: None
This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 116 Intro to Info Security	**03**	**00**	**00**	**03**

Prerequisites: CIS 110 or CIS 111
Corequisites: None
Component: None
This course introduces the students to undercover techniques necessary to identify information security breaches and establish, maintain and monitor information security systems. Emphasis will be placed on the investigative tools used to collect evidence in cases of illegal activity. Upon completion students should be able to evaluate information systems, identify security problems and provide procedures to guard against security breaches. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 121 Law Enforcement Op	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CJC 122 Community Policing	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. This course is also available through the Virtual Learning Community (VLC).

CJC 141 Corrections	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CJC 144 Crime Scene Processing	**02**	**03**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.

CJC 145 Crime Scene CAD	**02**	**03**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, students should be able to produce and plot a crime scene drawing.

CJC 146 Trace Evidence	**02**	**03**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

CJC 151 Intro to Loss Prevention	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 211 Counseling CLASS HRS 03 LAB HRS 00 CLINIC HRS 00 CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212 Ethics & Comm Relations 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. This course is also available through the Virtual Learning Community (VLC).

CJC 213 Substance Abuse 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 Victimology 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215 Organization & Admin 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 216 Comp Sys Security Invest 03 00 00 03
Prerequisites: CJC 116
Corequisites: None
Component: None
This course covers the investigation of illegal activity affecting computer systems and security. Emphasis will be placed on design techniques, security architecture, discretionary and mandatory controls, memory protection, distributed systems and legal issues pertaining to computer operations security. Upon completion, students should be able to recognize and identify potential problem areas in computer systems and provide assistance in solving security problems. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 217 Net Security Troubleshoot 03 00 00 03
Prerequisites: CJC 216
Corequisites:
Component: None
This course enables students to apply the investigative skills they have learned to operating systems and networks. Topics will include security technologies for multiple platforms, encryption techniques and authentication and key distribution systems. Upon completion, students will be able to contrast competing schemes and describe mistakes made in design, which could lead to criminal activity. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 221 Investigative Principles 03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. This course is also available through the Virtual Learning Community (VLC).

CJC 222 Criminalistics 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic

technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223 Organized Crime — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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. This course is also available through the Virtual Learning Community (VLC).

CJC 232 Civil Liability — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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.

CJC 241 Community-Based Corr — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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 Analys — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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 249 Forensic Accounting — CLASS HRS 03, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 04
Prerequisites ACC 220

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

Corequisites: None
Component: None
This course introduces students to theoretical and practical aspects of asset and cash control investigations through internal audit and fraud investigation procedure used in corporate investigation. The emphasis is placed on procedures used to identify the absence of proper controls or the existence of improper activity, which creates illegal activity. Upon completion, students will be able to conduct fraud investigations including the collection of evidence and preparation of the case for criminal prosecution. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 250 Forensic Biology I 01 02 00 02
Prerequisites: None
Corequisites: BIO 110 or BIO 111
Component: None
This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.

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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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. This course is also available through the Virtual Learning Community (VLC).

COE 112 Co-op Work Experience I 00 00 20 02
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 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.

COE 121 Co-op Work Experience II 00 00 10 01
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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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 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.

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 Exper Seminar II 01 00 00 01
Prerequisites: None
Corequisites: COE 121, COE 122, COE 123, or COE 124
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 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 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 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.

COM 110 Intro to Communication 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

COM 120 Interpersonal Com 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

COM 231 Public Speaking 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

COM 232 Election Rhetoric 03 00 00 03
Prerequisites: None
Corequisites:
Component: None
This course provides an overview of communication styles and topics characteristic of election campaigns. Topics include election speeches, techniques used in election campaigns, and election speech topics. Upon completion, students should be able to identify and analyze techniques and styles typically used in election campaigns. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

COM 233 Persuasive Speaking 03 00 00 03
Prerequisites: ENG 112 or 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: COM 251
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement

COS 111 Cosmetology Concepts I 04 00 00 04
Prerequisites: None
Corequisites: COS 112
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: COS 111
Component: None
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II 04 00 00 04
Prerequisites: None
Corequisites: COS 114
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 — CLASS HRS: 00 | LAB HRS: 24 | CLINIC HRS: 00 | CREDIT HRS: 08
Prerequisites: None
Corequisites: COS 113
Component: COS 114AA and COS 114BB
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 — CLASS HRS: 04 | LAB HRS: 00 | CLINIC HRS: 00 | CREDIT HRS: 04
Prerequisites: None
Corequisites: COS 116
Component: COS 115AA, COS 115BB
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 — CLASS HRS: 00 | LAB HRS: 12 | CLINIC HRS: 00 | CREDIT HRS: 04
Prerequisites: None
Corequisites: COS 115
Component: COS 116AA, COS 116BB
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 — CLASS HRS: 02 | LAB HRS: 00 | CLINIC HRS: 00 | CREDIT HRS: 02
Prerequisites: None
Corequisites: COS 118
Component: None
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV — CLASS HRS: 00 | LAB HRS: 21 | CLINIC HRS: 00 | CREDIT HRS: 07
Prerequisites: COS 114
Corequisites: COS 117
Component: None
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

CSC 133 C Programming — CLASS HRS: 02 | LAB HRS: 03 | CLINIC HRS: 00 | CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 134 C++ Programming — CLASS HRS: 02 | LAB HRS: 03 | CLINIC HRS: 00 | CREDIT HRS: 03
Prerequisites: CIS 115
Corequisites: None
Component: None
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

CSC 135 COBOL Programming — CLASS HRS: 02 | LAB HRS: 03 | CLINIC HRS: 00 | CREDIT HRS: 03
Prerequisites: CIS 115
Corequisites: None
Component: None
This course introduces computer programming using the COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 136 FORTRAN Programming — CLASS HRS: 02 | LAB HRS: 03 | CLINIC HRS: 00 | CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces computer programming using the Fortran programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 137 Pascal Programming — CLASS HRS: 02 | LAB HRS: 03 | CLINIC HRS: 00 | CREDIT HRS: 03
Prerequisites: None
Corequisites: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

Component: None
This course introduces structured computer programming using the Pascal programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Pascal language programs. This course uses circuit analysis problems to teach Pascal to Electronics Engineering Technology students. This course will become obsolete effective Summer 2007.

CSC 138 RPG Programming	**02**	**03**	**00**	**03**

Prerequisites: CIS 115
Corequisites: None
Component: None
This course introduces computer programming using the RPG programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 139 Visual BASIC Prog	**02**	**03**	**00**	**03**

Prerequisites: CIS 115
Corequisites: None
Component: None
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 141 Visual C++ Programming	**02**	**03**	**00**	**03**

Prerequisites: CIS 115
Corequisites: None
Component: None
This course introduces computer programming using the Visual C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at a beginning level.

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 with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 148 JAVA Programming	**02**	**03**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, and debug JAVA language programs. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).
CSC 148 has been revised to CSC 151 (JAVA Programming) effective Fall 2006. See CSC 151 for course information.

CSC 151 JAVA Programming	**02**	**03**	**00**	**03**

Prerequisites: CIS 115
Corequisites: None
Component: None
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.
CSC 151 replaces CSC 148 effective Fall 2006.

CSC 160 Intro to Internet Program	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions. CSC 160 has been revised to WEB 115 (Web Markup and Scripting). See WEB 115 for course information.

CSC 175 PHP Programming	**02**	**03**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug , and create a dynamic web site using the PHP scripting language. CSC 175 has been revised to WEB 182 (PHP Programming) effective Fall 2006. See WEB 182 for course information.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CSC 185 Perl Programming	**02**	**03**	**00**	**03**

Prerequisites: One course required: CSC 134 or CSC 148 or CSC 160
Corequisites: None
Component: None
This course introduces students to the Perl Programming language. Topics include programming techniques using CGI script, input/output operations, sequence, iteration, selection, arithmetic operations, subroutines, modules, integrating database, pattern matching and other related topics. Upon completion, students should be able to design, code, test, and debug Perl language programs. CSC 185 has been revised to WEB 183 (Perl Programming) effective Fall 2006. See WEB 183 for course information.

CSC 234 Advanced C++	**02**	**03**	**00**	**03**

Prerequisites: CSC 134
Corequisites: None
Component: None
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 235 Advanced COBOL	**02**	**03**	**00**	**03**

Prerequisites: CSC 135
Corequisites: None
Component: None
This course is a continuation of CSC 135 using the COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 238 Advanced RPG	**02**	**03**	**00**	**03**

Prerequisites: CSC 138
Corequisites: None
Component: None
This course is a continuation of CSC 138 using the RPG programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

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 the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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 the Visual C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

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 the Visual COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 248 AdvInternet 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. This course will become obsolete effective Summer 2007.

CSC 251 Adv JAVA Programming	**02**	**03**	**00**	**03**

Prerequisites: CSC 151
Corequisites: None
Component: None
This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CSC 258 JAVA Enterprise Programs	02	03	00	03

Prerequisites: CSC 151
Corequisites: None
Component: None
This course provides a continuation to CSC 151 using the Java Enterprise Edition (JEE) programming architecture. Topics include distributed network applications, database connectivity, Enterprise Java Beans, servlets, collection frameworks, JNDI, RMI, JSP, multithreading XML and multimedia development. Upon completion, students should be able to program a client/server enterprise application using the JEE framework.

CSC 289 Program Capstone Proj	01	04	00	03

Prerequisites: CTS 285
Corequisites: None
Component: None
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

CST 111 Construction I	03	03	00	04

Prerequisites: None
Corequisites: None
Component: None
This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

CST 112 Construction II	03	03	00	04

Prerequisites: CST 111
Corequisites: None
Component: None
This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials.

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: Take 1 course: MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175
Corequisites: None
Component: None
This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

CST 221 Statics/Structures	03	03	00	04

Prerequisites: MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 and ARC 112, CAR 112, or CST 112
Corequisites: None
Component: None
This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

CST 241 Planning/Estimating I	02	02	00	03

Prerequisites: BPR 130 or MAT 120, MAT 121, MAT 161, MAT 171 OR MAT 175
Corequisites: None
Component: None
This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

CTS 115 Info Sys Business Concept	03	00	00	03

Prerequisites: None
Corequisites: None
Component: None
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CTS 120 Hardware/Software Support	02	03	00	03

Prerequisites: CIS 110 or CIS 111
Corequisites: None
Component: None
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair,

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 Spreadsheet 02 02 00 03
Prerequisites: CIS 110 or 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. CTS 130 replaces CIS 120 effective Fall 2006.

CTS 220 Adv Hard/Software Support 02 03 00 03
Prerequisites: CTS 120
Corequisites: None
Component: None
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers. CTS 220 replaces CIS 216 effective Fall 2006.

CTS 230 Advanced Spreadsheet 02 02 00 03
Prerequisites: CTS 130
Corequisites: None
Component: None
This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets. CTS 230 replaces CIS 220 effective Fall 2006.

CTS 285 Systems Analysis & Design 03 00 00 03
Prerequisites: CIS 115
Corequisites: None
Component: None
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289 System Support Project 01 04 00 03
Prerequisites: CTS 285
Corequisites: None
Component: None
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CUL 110 Sanitation & Safety 02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

CUL 110A Sanitation & Safety Lab 00 02 00 01
Prerequisites: None
Corequisites: CUL 110
Component: None
This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

CUL 120 Purchasing 02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 120A Purchasing Lab 00 02 00 01
Prerequisites: None
Corequisites: CUL 120
Component: None
This course is a laboratory to accompany CUL 120. Emphasis is placed on practical experiences that enhance the materials presented in CUL 120. Upon completion, students should be able to demonstrate practical applications of purchasing within in the hospitality industry.

CUL 125 Hospitality Info 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 — CLASS HRS 02 | LAB HRS 00 | CLINIC HRS 00 | CREDIT HRS 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 — CLASS HRS 02 | LAB HRS 00 | CLINIC HRS 00 | CREDIT HRS 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 Serv Lab — CLASS HRS 00 | LAB HRS 02 | CLINIC HRS 00 | CREDIT HRS 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 — CLASS HRS 02 | LAB HRS 06 | CLINIC HRS 00 | CREDIT HRS 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.

CUL 150 Food Science — CLASS HRS 01 | LAB HRS 02 | CLINIC HRS 00 | CREDIT HRS 02
Prerequisites: None
Corequisites: None
Component: None
This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Topics include heat transfer and its effect on color, flavor, and texture; and emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of the principles covered as they apply to food preparation in an experimental setting.

CUL 160 Baking I — CLASS HRS 01 | LAB HRS 04 | CLINIC HRS 00 | CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

CUL 170 Garde-Manger I — CLASS HRS 01 | LAB HRS 04 | CLINIC HRS 00 | CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 180 Inter & Ameri Reg Cuisine — CLASS HRS 01 | LAB HRS 08 | CLINIC HRS 00 | CREDIT HRS 05
Prerequisites: CUL 140
Corequisites: None
Component: None
This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.

CUL 192 Selected Topics in Culinary — CLASS HRS 02 | LAB HRS 00 | CLINIC HRS 00 | CREDIT HRS 02
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to explore areas of current interest in specific Program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, Students should be able to demonstrate an understanding of the specific area of study.

CUL 210 Food Service for Spec Pop — CLASS HRS 01 | LAB HRS 08 | CLINIC HRS 00 | CREDIT HRS 05
Prerequisites: None
Corequisites: None
Component: None
This course covers nutrition and menu planning principles, food preparation, and food management skills needed to provide meals to special populations. Topics include food preparation for child care, geriatric, and school settings. Upon completion, students should be able to plan, organize, and prepare appealing and nutritious meals for special populations within appropriate guidelines.

CUL 214 Wine Appreciation — CLASS HRS 01 | LAB HRS 02 | CLINIC HRS 00 | CREDIT HRS 02
Prerequisites: None
Corequisites: None
Component: None

This course provides comprehensive and detailed information about wine from all the major wine producing countries. Emphasis is placed on the history of wine, production characteristics, laws, and purchasing and storing requirements. Upon completion, students should be able to determine what wines compliment various cuisines and particular tastes.

CUL 220 Food Serv for Special Oper 01 08 00 05
Prerequisites: None
Corequisites: None
Component: None
This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast-food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

CUL 240 Advanced Culinary Skills 01 08 00 05
Prerequisites: CUL 140
Corequisites: None
Component: None
This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 250 Classical Cuisine 01 08 00 05
Prerequisites: CUL 140 and CUL 240
Corequisites: None
Component: None
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.

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. ,

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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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-pollenation 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.

DBA 110 Database Concepts 02 03 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. DBA 110 replaces CIS 152 effective Fall 2006.

DBA 120 Database Programming I 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports. DBA 120 replaces CIS 157 effective Fall 2006.

DBA 220 Oracle DB Programming II 02 02 00 03
Prerequisites: DBA 120
Corequisites: None
Component: None
This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop an Oracle DBMS application which includes a GUI front-end and report generation

DDF 110 Cabinet Design/Drafting 01 02 00 02
Prerequisites: DFT 117
Corequisites: None
Component: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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.

DDF 252 Solid Models & Rendering 03 02 00 04
Prerequisites: None
Corequisites: DFT 153
Component: None
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.

DEN 100 Basic Orofacial Anatomy 02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. This course is intended for certificate and diploma programs.

DEN 101 Preclinical Procedures 04 06 00 07
Prerequisites: Department Approval
Corequisites: DEN 102 and DEN 111
Component: None
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. This course is intended for certificate and diploma programs.

DEN 102 Dental Materials 03 04 00 05
Prerequisites: Department Approval
Corequisites: DEN 101
Component: None
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. This course is intended for certificate and diploma programs.

DEN 103 Dental Sciences — CLASS HRS 02, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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. This course is intended for certificate and diploma programs.

DEN 104 Dental Health Education — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: A set of courses is required: DEN 101 and DEN 111
Corequisites: DEN 106
Component: None
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. This course is intended for certificate and diploma programs.

DEN 105 Practice Management — CLASS HRS 02, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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. This course is intended for certificate and diploma programs.

DEN 106 Clinical Practice I — CLASS HRS 01, LAB HRS 00, CLINIC HRS 12, CREDIT HRS 05
Prerequisites: All courses required: DEN 101, DEN 102 and DEN 111
Corequisites: All courses required: DEN 104, DEN 105 and DEN 112
Component: None
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. This course is intended for certificate and diploma programs.

DEN 107 Clinical Practice II — CLASS HRS 01, LAB HRS 00, CLINIC HRS 12, CREDIT HRS 05
Prerequisites: DEN 106
Corequisites: None
Component: None
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. This course is intended for certificate and diploma programs.

DEN 110 Orofacial Anatomy — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: BIO 163
Component: None
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

DEN 111 Infection/Hazard Control — CLASS HRS 02, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: Enrollment in Dental Assisting or Dental Hygiene Program
Corequisites: DEN 100 or DEN 110 and DEN 111
Component: None
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN 120 Dent Hygiene Preclinic Lec — CLASS HRS 02, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 Dent Hygiene Preclin Lab — CLASS HRS 00, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 02
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: DEN 120
Component: None
This course provides the opportunity to perform clinical

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

DEN 123 Nutrition/Dental Health 02 00 00 02
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: DEN 220
Component: None
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124 Periodontology 02 00 00 02
Prerequisites: Enrollment in Dental Hygiene Program and DEN 110
Corequisites: DEN 130
Component: None
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, 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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. ,

DEN 140 Dental Hygiene Theory II 01 00 00 01
Prerequisites: Enrollment in Dental Hygiene and DEN 130
Corequisites: DEN 141
Component: None
This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.

DEN 141 Dental Hygiene Clinic II 00 00 06 02
Prerequisites: Enrollment in Dental Hygiene and DEN 131
Corequisites: DEN 140
Component: None
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 220 Dental Hygiene Theory III 02 00 00 02
Prerequisites: Enrollment in Dental Hygiene and DEN 140
Corequisites: DEN 221
Component: None
This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.

DEN 221 Dental Hygiene Clinic III 00 00 12 04
Prerequisites: Enrollment in Dental Hygiene Program and DEN 141
Corequisites: DEN 220
Component: None
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 222 General & Oral Pathology 02 00 00 02
Prerequisites: Enrollment in Dental Hygiene Program and BIO 163 or BIO 163C and BIO 163L
Corequisites: DEN 130
Component: None
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

DEN 223 Dental Pharmacology 02 00 00 02
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: A set of courses is required: DEN 220 and BIO 163 or BIO 163C and BIO 163L
Component: None
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

DEN 224 Materials and Procedures 01 03 00 02
Prerequisites: Enrollment in Dental Hygiene Program and DEN 111
Corequisites: DEN 231
Component: None
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

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: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

DEN 233 Professional Development 02 00 00 02
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: DEN 230
Component: None
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

DFT 111 Technical Drafting I 01 03 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

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: DFT 111
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.

DFT 117 Technical Drafting — CLASS HRS: 01 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 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 — CLASS HRS: 01 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 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 — CLASS HRS: 01 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 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 — CLASS HRS: 02 — LAB HRS: 03 — CLINIC HRS: 00 — CREDIT HRS: 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 — CLASS HRS: 02 — LAB HRS: 03 — CLINIC HRS: 00 — CREDIT HRS: 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.

DFT 153 CAD III — CLASS HRS: 02 — LAB HRS: 03 — CLINIC HRS: 00 — CREDIT HRS: 03
Prerequisites: DFT 151
Corequisites: None
Component: None
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.

DFT 214 Descriptive Geometry — CLASS HRS: 01 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 02
Prerequisites: DFT 111
Corequisites: None
Component: None
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.

DRA 111 Theater Appreciation — CLASS HRS: 03 — LAB HRS: 00 — CLINIC HRS: 00 — CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
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.

DRA 112 Literature of the Theater — CLASS HRS: 03 — LAB HRS: 00 — CLINIC HRS: 00 — CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 115 Theater Criticism — CLASS HRS: 03 — LAB HRS: 00 — CLINIC HRS: 00 — CREDIT HRS: 03
Prerequisites: DRA 111
Corequisites: None
Component: None
This course is designed to develop a critical appreciation of the theater from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theater performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DRA 122 Oral Interpretation	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 126 Storytelling	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 130 Acting I	**00**	**06**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 131 Acting II	**00**	**06**	**00**	**03**

Prerequisites: DRA 130
Corequisites: None
Component: None
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 170 Play Production I	**00**	**09**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 171 Play Production II	**00**	**09**	**00**	**03**

Prerequisites: DRA 170
Corequisites: None
Component: None
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 211 Theatre History I	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the development of theater from its origin to the closing of the British theater in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theater and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 212 Theatre History II	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the development of theater from 1660 through the diverse influences which shaped the theater of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theater and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ECM 168 Electronic Business	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of Electronic Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program. This course is also available

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

through the Virtual Learning Community (VLC).

ECM 210 Intro. to E-Commerce 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site. This course is also available through the Virtual Learning Community (VLC).

ECM 220 E-Commerce Plan. & Implem. 02 02 00 03
Prerequisites: Must be an E-Commerce major.
Corequisites: None
Component: None
This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

ECM 230 Capstone Project 01 06 00 03
Prerequisites: ECM 220
Corequisites: None
Component: None
This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an e-commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for e-commerce in a small to medium size business.

ECO 151 Survey of Economics 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 251 Princip 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 Princip 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 Cred 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 Cred 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 Child Cred	**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. This course is also available through the Virtual Learning Community (VLC).

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 Intro to Early Childhood Ed	**04**	**00**	**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. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 131 Child, Family, & Com	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children. This course is also available through the Virtual Learning Community (VLC).

EDU 144 Child Development I	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 145 Child Development II	**03**	**00**	**00**	**03**

Prerequisites: EDU 144
Corequisites: None
Component: None
This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. This course is also available through the Virtual Learning Community (VLC).

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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children. This course is also available through the Virtual Learning Community (VLC).

EDU 147 Behavior Disorders 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.

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 151 Creative Activities 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments. This course is also available through the Virtual Learning Community (VLC).

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 all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognion and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations. This course is also available through the Virtual Learning Community (VLC).

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 162 Early Exp/Prosp Teachers 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to observe teachers and pupils in a natural classroom environment. Emphasis is placed on observation methods, planning, teaching, evaluation, personal goal assessment, and curriculum. Upon completion, students should be able to demonstrate an understanding of their own personal teaching goals, teaching methods, planning methods, and student performance evaluation.

EDU 163 Classroom Mgt & Instruct 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course examines management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 171 Instructional Media 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This courses covers the development and maintenance of effective teaching materials and the operation of selected pieces of equipment. Topics include available community resources, various types of instructional materials and bulletin boards, and audiovisual and computer use with children. Upon completion, students should be able to construct and identify resources for instructional materials and bulletin boards and use audiovisual and computer equipment.

EDU 186 Reading & Writing Meth 03 00 00 03
Prerequisites: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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. This course is also available through the Virtual Learning Community (VLC).

EDU 188 Issues in Early Child Ed 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 216 Foundations of 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, structural, legal, and financial issues, PRAXIS I preparation 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 for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

EDU 221 Children with Exceptional 03 00 00 03
Prerequisites: EDU 144 and EDU 145
Corequisites: None
Component: None
This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies. This course is also available through the Virtual Learning Community (VLC).

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 Dev. & Prog 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.

EDU 241 Adult-Child Relations 02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers self-concept and effective and active listening skills in positive one-to-one interactions with individuals and groups of children. Emphasis is placed on self-concept development and effective communication techniques used with children. Upon completion, students should be able to identify principles underlying self-concept and demonstrate effective listening and communication skills used by adults with children.

EDU 243 Learning Theory 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the seven types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 245 Policies and Procedures 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 247 Physical Disabilities 03 00 00 03
Prerequisites: EDU 144 or PSY 244

Corequisites: None
Component: None
This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies for specific disabilities and service delivery options for those disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.

EDU 248 Mental Retardation — CLASS HRS: 02, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: EDU 221
Corequisites:
Component: None
This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.

EDU 250 PRAXIS I Preparation — CLASS HRS: 01, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: None
Component: None
This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.

EDU 251 Exploration Activities — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 252 Math & Science Activities — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 254 Music & Mov for Children — CLASS HRS: 01, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: None
Corequisites: None
Component: None
This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children.

EDU 256 Sci. &Social Studies Meth — CLASS HRS: 03, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 04
Prerequisites: None
Corequisites: None
Component: None
This course covers objectives, content, materials, and instructional approaches to natural sciences and social studies. Topics include classroom and laboratory science experiences; integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate learning experiences in science and social studies.

EDU 257 Math Methods & Materials — CLASS HRS: 02, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 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 Admin I — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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. This course is also available through the Virtual Learning Community (VLC).

EDU 262 Early Childhood Admin 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. This course is also available through the Virtual Learning Community (VLC).

EDU 263 Dev a School-Age Program 02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.

EDU 271 Educational Technology 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

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.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

EDU 280 Language & Literacy Exp 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication . Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. This course is also available through the Virtual Learning Community (VLC).

EDU 282 Early Childhood Literature 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 285 Internship Exp-School Age 01 00 00 01
Prerequisites: ENG 111
Corequisites: COE 121 or COE 122
Component: None
This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.

EDU 298 Seminar in Early Child 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: EFL 082
Corequisites: None
Component: None
This course is designed to provide high-intermediate non-native speakers of English with a knowledge of grammatical structures that improves academic communication. Emphasis is placed on using high-intermediate grammatical structures in meaningful contexts through exercised integrating the use of newly acquired structures with previously learned structures. Upon completion, students should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy.

EFL 084 Grammar IV — CLASS HRS 05, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 05
Prerequisites: EFL 083
Corequisites: None
Component: None
This course is designed to give non-native speakers of English a full understanding of advanced grammatical structures and techniques. Emphasis is placed on oral and written communicative fluency through the study of advanced grammatical forms. Upon completion, students should be able to incorporate the structures covered in both spoken and written form, demonstrating improved proficiency, comprehension, and grammatical accuracy.

EFL 091 Composition I — CLASS HRS 05, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 05, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 05
Prerequisites: EFL 091
Corequisites: None
Component: None
This course provides preparation in low-intermediate academic and general-purpose writing. Emphasis is placed on writing as a process, paragraph development, and basic essay organization. Upon completion, students should be able to write and independently edit and understand the major elements of the writing process, sentence, paragraph, and essay.

EFL 093 Composition III — CLASS HRS 05, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 05
Prerequisites: EFL 092
Corequisites: None
Component: None
This course covers intermediate-level academic and general-purpose writing. Emphasis is placed on the writing process, content, organization, and language use in formal academic compositions in differing rhetorical modes. Upon completion, students should be able to effectively use the writing process in a variety of rhetorical modes.

EFL 094 Composition IV — CLASS HRS 05, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 05
Prerequisites: EFL 093
Corequisites: None
Component: None
This course prepares low-advanced non-native speakers of English to determine the purpose of their writing and to write paragraphs and essays to fulfill that purpose. Emphasis is placed on unity, coherence, completeness, audience, and the writing process; and the grammatical forms and punctuation appropriate for each kind of writing. Upon completion, students should be able to write unified, coherent, and complete paragraphs and essays which are grammatical and appropriate for the intended audience.

EFL 095 Composition V — CLASS HRS 05, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 05
Prerequisites: EFL 094
Corequisites: None
Component: None
This course is designed to prepare advanced non-native speakers of English for college-level composition courses. Emphasis is placed on the study and process of writing formal essays and research papers and the analysis of literary, expository, and descriptive writings. Upon completion, students should be able to write and analyze professional and peer compositions and apply basic research principles.

EGR 115 Intro to Technology — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

EGR 131 Intro to Electronics Tech — CLASS HRS 01, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

ELC 111 Introduction to Electricity — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 DC/AC Electricity — CLASS HRS 03, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 05
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion,

students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Basic Wiring I — CLASS HRS 02, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114 Basic Wiring II — CLASS HRS 02, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: ELC 113
Corequisites: None
Component: None
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115 Industrial Wiring — CLASS HRS 02, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: ELC 111, 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 — CLASS HRS 01, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 01, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 01, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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.

ELC 127 Software for Technicians — CLASS HRS 01, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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. This course is also available through the Virtual Learning Community (VLC).

ELC 131 DC/AC Circuit Analysis — CLASS HRS 04, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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 131A DC/AC Circuit Analysis Lab — CLASS HRS 00, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 01
Prerequisites: None
Corequisites: ELC 131

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

Component: None
This course introduces provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, students should have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment. An introduction to soldering/desoldering, printed circuit boards and safety practices will also be provided.

ELC 140 Fundament of DC/AC Circuit 05 06 00 07
Prerequisites: None
Corequisites: None
Component: ELC 140AA, ELC 140BB
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 or ELC 112 or ELC 131
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.

ELC 215 Electrical Maintenance 02 03 00 03
Prerequisites: ELC 117
Corequisites: None
Component: None
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 228 PLC Applications 02 06 00 04
Prerequisites: ELC128
Corequisites: None
Component: None
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.

ELC 229 Applications Project 01 03 00 02
Prerequisites: ELC 112, ELC 113, or ELC 140
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

ELN 131 Electronic Devices 03 03 00 04
Prerequisites: ELC 112,ELC 131, or ELC 140
Corequisites: None
Component: None
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications 03 03 00 04
Prerequisites: ELN 131
Corequisites: None
Component: None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 03 03 00 04
Prerequisites: ELC 131
Corequisites: None
Component: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. This course is also available through the Virtual Learning Community (VLC).

ELN 150 CAD for Electronics 01 03 00 02
Prerequisites: CIS 110, CIS 111, or ELC 127
Corequisites: None
Component: None
This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software. Additional topics include schematic capture using MultiSIM and PCB layout using Ulti BOARD.

ELN 231 Industrial Controls 02 03 00 03
Prerequisites: A set of courses required: ELC 112 or ELC 131 or ELC 140 or ELN 132 or ELN 132C and ELN 132L

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

Corequisites: None
Component: None
This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232 Introd to Microprocessors 03 03 00 04
Prerequisites: ELN 133
Corequisites: None
Component: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

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 or ELN 140
Corequisites: None
Component: None
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test

ELN 247 Electronic App Project 01 03 00 02
Prerequisites: ELN 131 or ELN 140
Corequisites: None
Component: None
This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

ELN 249 Digital Communication 02 03 00 03
Prerequisites: ELN 133 and ELN 234
Corequisites: None
Component: None
This course covers the core processes and applications associated with digital communication techniques. Topics include the characteristics of RF circuits, modulation, transmitters and receivers, electromagnetic transmission, antennas, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with digital communication systems.

ELN 275 Troubleshooting 01 02 00 02
Prerequisites: None
Corequisites: ELN 133 or ELN 141
Component: None
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

EMS 110 EMT-Basic 05 06 00 07
Prerequisites: Departmental Approval
Corequisites: None
Component: EMS 110AA & EMS 110BB
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

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 Adv 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 Manag	**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 Emer Vehicles & EMS Com	**01**	**03**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 210 Adv Patient Assessment	**01**	**03**	**00**	**02**

Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
Component: None
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology	**02**	**06**	**00**	**04**

Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
Component: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II	**00**	**00**	**09**	**03**

Prerequisites: EMS 121 or EMS 122 and COE 121
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 demonstrate continued progress in advanced-level patient care.

EMS 230 Pharmacology II for EMS	**01**	**03**	**00**	**02**

Prerequisites: EMS 130
Corequisites: None
Component: None
This course explores the fundamental classification and action of common pharmacologic agents. Emphasis is placed on the action and use of compounds most commonly encountered in the treatment of chronic and acutely ill patients. Upon completion, students should be able to demonstrate general knowledge of drugs covered during the course.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EMS 231 EMS Clinical Practicum III	**00**	**00**	**09**	**03**

Prerequisites: EMS 221
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 demonstrate continued progress in advanced-level patient care.

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 Adv 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 Adv Trauma Emergencies	**01**	**03**	**00**	**02**

Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
Component: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

EMS 270 Life Span Emergencies	**02**	**02**	**00**	**03**

Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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 togenerate a variety of sentence types that clearly express ideas. This course does not satisfy the developmentalreading and writing prerequisite for ENG 111 or ENG 111A.

ENG 080 Writing Foundations **03 02 00 04**
Prerequisites: ENG 070 or ACCUPLACER Writing Score of 45
Corequisites: RED 080 or ACCUPLACER Reading Score of 39
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 ACCUPLACER Writing Score of 66
Corequisites: ENG 090A and RED 90 or ACCUPLACER Reading Score of 80
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 Comp 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 Read & 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 Read & 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.

ENG 101 Applied Communications I **03 00 00 03**
Prerequisites: None
Corequisites: None
Component: None
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This course is intended for certificate and diploma programs.

ENG 102 Applied Com II **03 00 00 03**
Prerequisites: None
Corequisites: None
Component: None
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This course is intended for certificate and diploma programs.

ENG 111 Expository Writing **03 00 00 03**
Prerequisites: ENG 090 or ACCUPLACER Writing Score of 87; RED 090 or ACCUPLACER Reading Score of 80
Corequisites: None
Component: None
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 112 Argument-Based Research **03 00 00 03**
Prerequisites: ENG 111
Corequisites: None
Component: None
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 113 Literature-Based Research	**03**	**00**	**00**	**03**

Prerequisites: ENG 111
Corequisites: None
Component: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 114 Prof Research & Reporting	**03**	**00**	**00**	**03**

Prerequisites: ENG 111
Corequisites: None
Component: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 115 Oral Communication	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

ENG 125 Creative Writing I	**03**	**00**	**00**	**03**

Prerequisites: ENG 111
Corequisites: None
Component: None
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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: One course required: ENG 112, ENG 113, or ENG 114
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: One course required: ENG 112, ENG 113, or ENG 114
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: One course required: ENG 112, ENG 113, or ENG 114
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: One course required: ENG 112, ENG 113, or ENG 114
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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

elective course requirement.

ENG 135 Intro to Short Fiction 03 00 00 03
Prerequisites: ENG 111
Corequisites: One course required: ENG 112, ENG 113, or ENG 114
Component: None
This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 231 American Literature I 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113, ENG 114
Corequisites: None
Component: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 232 American 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 American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 233 Major American 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 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.

	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. This course is also available through the Virtual Learning Community (VLC).

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. This course is also available through the Virtual Learning Community (VLC).

ENG 243 Major British Writers 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

	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 Lit 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
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 271 Contemporary Literature	**03**	**00**	**00**	**03**

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
This course includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon completion, students should be able to interpret, analyze, and respond to the literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 272 Southern Literature	**03**	**00**	**00**	**03**

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 273 African-American Lit	**03**	**00**	**00**	**03**

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

ENG 274 Literature by Women	**03**	**00**	**00**	**03**

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

Corequisites: None
Component: None
This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 275 Science Fiction 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

EPT 120 Sociology of Disaster 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long term disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

EPT 150 EMS Incident Management 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the fully integrated incident management system for EMS response to high impact incidents. Topics include mass casualty incidents, terrorists events, communications, training, triage, law and fire incident command. Upon completion, students should be able to implement and operate within the National Incident Management System.

EPT 210 Disaster Resp Ops Mgt 03 00 00 03
Prerequisites: FIP 236
Corequisites: None
Component: None
This course covers the basic concepts and operational procedures and authorities involved in responding to major disasters. Topics include Federal, State, and local roles and responsibilities in major disaster recovery work with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster plan and assess the needs of those involved in a major disaster.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

EPT 220 Terrorism and Emer. Mgt. 03 00 00 03
Prerequisites: EPT 210
Corequisites: None
Component: None
This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topic include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

EPT 275 Emergency OPS Center Mgt 03 00 00 03
Prerequisites: FIP 236
Corequisites: None
Component: None
This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

FIP 120 Intro to Fire Protection 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Prevention & Public Ed 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).

FIP 128 Detection & Investigation 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings

to appropriate officials or equivalent, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).

FIP 132 Building Construction — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction as related to fire conditions MEETING NFPA 1021.

FIP 136 Inspections & Codes — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.

FIP 140 Industrial Fire Protect — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan, organize, and evaluate an industrial facility's fire protection, which meet elements of NFPA 1021 for Fire Officer I and II.

FIP 152 Fire Protection Law — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. This course is also available through the Virtual Learning Community (VLC).

FIP 164 OSHA Standards — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 180 Wildland Fire Behavior — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the principles of wildland fire behavior and meteorology. Emphasis is placed on fire calculations, fuels, and related weather effects. Upon completion, students should be able to demonstrate and apply fire behavior theories through written and performance evaluations.

FIP 184 Wildland Fire Safety — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course covers safety principles used when working in the wildland fire environment. Emphasis is placed on personal safety and working with equipment, aircraft, and fire-ground operations. Upon completion, students should be able to demonstrate wildland fire safety procedures through written and performance evaluations.

FIP 220 Fire Fighting Strategies — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021.

FIP 221 Adv Fire Fighting Strat — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: FIP 220
Corequisites: None
Component: None
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

FIP 224 Instructional Methodology — CLASS HRS: 04, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 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 and NFPA 1021.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FIP 228 Local Govt Finance	**03**	**00**	**00**	**03**

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 229 Fire Dynamics and Combust	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.

FIP 230 Chem of Hazardous Mat I	**05**	**00**	**00**	**05**

Prerequisites: None
Corequisites: None
Component: None
This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 232 Hydraulics & Water Dist	**02**	**02**	**00**	**03**

Prerequisites: MAT 115
Corequisites: None
Component: None
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

FIP 236 Emergency Management	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate a knowledge of comprehensive emergency management and the integrated emergency management system.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FIP 240 Fire Service Supervision	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor, meeting elements of NFPA 1021.

FIP 248 Fire Svc Personnel Adm	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the basics of setting up and administering the personnel functions of fire protection organizations. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.

FIP 256 Munic Public Relations	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, which meet elements of NFPA 1021 for Fire Officer I and II.

FIP 276 Managing Fire Services	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles, meeting NFPA 1021.

FIP 277 Fire and Social Behavior	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers fire-related aspects of human behavior, with an emphasis on research and a systems approach to human-behavior analysis. Topics include identification of populations and structures at high risk, evaluation of

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

systems models, and use of computer models to predict human behavior during fires. Upon completion, students should be able to identify and anticipate human behavior in response to various residential, commercial, board-and-care facility, and wildland/rural fire events.

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.

FRE 111 Elementary French I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 112 Elementary French II 03 00 00 03
Prerequisites: FRE 111
Corequisites: None
Component: None
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 181 French Lab 1 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 182 French Lab 2 00 02 00 01
Prerequisites: FRE 181
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 211 Intermediate French I 03 00 00 03
Prerequisites: FRE 112
Corequisites: None
Component: None
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 212 Intermediate French II 03 00 00 03
Prerequisites: FRE 211
Corequisites: None
Component: None
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 221 French Conversation 03 00 00 03
Prerequisites: FRE 212
Corequisites: None
Component: None
This course provides an opportunity for intensive communication in spoken French. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 281 French Lab 3 00 02 00 01
Prerequisites: FRE 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the French

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 282 French Lab 4 00 02 00 01
Prerequisites: FRE 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FSE 112 Prin of Funeral Service 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the principles of funeral service and various religious and cultural customs of funeral service in the US. Emphasis is placed on Protestant, Catholic, Jewish, and other religious groups and the professional and ethical obligations of the profession. Upon completion, students should be able to demonstrate an understanding of religious and cultural traditions and how various funeral services are conducted.

FSE 114 Embalming Chemistry 04 00 00 04
Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamentals of organic chemistry and biochemistry as related to the funeral service profession. Emphasis is placed on chemical changes in the human body during life, after death, and during chemical preservation. Upon completion, students should be able to use various embalming chemicals and mix embalming solutions for laboratory use.

FSE 116 Funeral Law and Ethics 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers fundamentals of mortuary law and ethical considerations relevant to the funeral profession. Emphasis is placed on North Carolina Mortuary Law, OSHA requirements, anatomical donations, vital statistics, and general law relative to mortuary law. Upon completion, students should be able to demonstrate an understanding of the legal and ethical aspects of funeral service.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

FSE 118 Embalming Anatomy 04 00 00 04
Prerequisites: None
Corequisites: None
Component: None
This course covers the general anatomy needed in funeral service. Emphasis is placed on medical terminology and the normal structure and function of the human body with special consideration of the circulatory system. Upon completion, students should be able to understand the normal structure and function of the human body and how it relates to the embalming process.

FSE 120 Embalming Microbiology 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is a survey of the basic principles of microbiology and related funeral service considerations. Emphasis is placed on sanitation, disinfection, public health, and embalming practices as it relates to various microorganisms. Upon completion, students should be able to characterize various microbial agents and discuss topical, chemical, and biological methods of control.

FSE 210 Embalming Theory I 03 00 00 03
Prerequisites: None
Corequisites: FSE 211 or COE 112F
Component: None
This course introduces various embalming procedures and the purpose, history, and need for embalming. Emphasis is placed on laboratory equipment, post mortem changes, and the proper use of embalming chemicals. Upon completion, students should be able to identify various instruments and relate theoretical case analysis to embalming procedures used in the funeral home.

FSE 211 Embalming Lab I 00 04 00 02
Prerequisites: None
Corequisites: FSE 210
Component: None
This course provides hands-on experience with general embalming techniques. Emphasis is placed on preparation of human remains in the embalming laboratory. Upon completion, students should be able to utilize sanitation and disinfection procedures correctly and properly prepare human remains for burial.

FSE 212 Embalming Theory II 03 00 00 03
Prerequisites: A course from each set: FSE 210 and FSE 211 or COE112F
Corequisites: FSE 213 or COE 122F
Component: None
This course is a continuation of FSE 210 and covers more detailed embalming procedures. Topics include anatomical consideration for embalming, case analysis, positioning features, arterial injection, cavity treatment, autopsies, and other post mortem conditions. Upon completion, students should be able to demonstrate knowledge of embalming theory and sanitation to protect the public health.

FSE 213 Embalming Lab II 00 04 00 02
Prerequisites: FSE 210 and FSE 211
Corequisites: FSE 212

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

FSE 216 Restorative Arts 02 04 00 04
Prerequisites: None
Corequisites: None
Component: None
This course covers the terminology used and pathological conditions observed during the restoration process. Topics include basic restoration, anatomical modeling, expression, use of photographs, legal aspects, pathological discoloration, cosmetics, and solvents. Upon completion, students should be able to utilize materials and techniques in the restoration of human remains.

FSE 217 Funeral Service Projects 01 02 00 02
Prerequisites: Department Chairperson approval
Corequisites: None
Component: None
This course provides an overview of funeral service practices and procedures, including computer software used in the funeral service profession. Emphasis is placed on utilizing funeral service software and on topics required for licensure. Upon completion, students should be able to enter information, generate documents, and demonstrate knowledge of the topics covered on state or national licensure exams.

GEL 111 Introductory Geology 03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

GEL 113 Historical Geology 03 02 00 04
Prerequisites: GEL 111 or GEL 120
Corequisites: None
Component: None
This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

GEL 120 Physical Geology 03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

GEL 220 Marine Geology 03 02 00 04
Prerequisites: GEL 120
Corequisites: None
Component: None
This course presents a detailed examination of coastal and sea floor geology. Emphasis is placed on coastal and sea floor landforms and processes that shape these features. Upon completion, students should be able to describe the origin and evolution of both coastal and sea floor landforms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GEL 230 Environmental Geology 03 02 00 04
Prerequisites: GEL 111, GEL 120 or PHS 130
Corequisites: None
Component: None
This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

GEO 110 Introduction to Geography — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and 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

GEO 111 World Regional Geography — 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).

GEO 112 Cultural Geography — 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 113 Economic Geography — 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 121 North Carolina Geography — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course is a survey of the physical and cultural landscapes of North Carolina. Topics include physical characteristics of North Carolina, settlement patterns, resource use, and cultural variations. Upon completion, students should be able to demonstrate knowledge of the distinct physical and cultural features of North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GEO 130 General Physical Geo — 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,

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 112 Elementary German II 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.

GER 212 Intermediate German II 03 00 00 03
Prerequisites: GER 211
Corequisites: None
Component: None
This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 221 German Conversation 03 00 00 03
Prerequisites: GER 212
Corequisites: None
Component: None
This course provides an opportunity for intensive communication in spoken German. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 281 German Lab 3 00 02 00 01
Prerequisites: GER 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 282 German Lab 4 00 02 00 01
Prerequisites: GER 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

Agreement pre-major and/or elective course requirement.

GRD 110 Typography I 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

GRD 117 Design Career Exploration 02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization.

GRD 121 Drawing Fundamentals I 01 03 00 02
Prerequisites: None
Corequisites: None
Component: None
This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 131 Illustration I 01 03 00 02
Prerequisites: GRD 121
Corequisites: None
Component: None
This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

GRD 132 Illustration II 01 03 00 02
Prerequisites: GRD 131
Corequisites: None
Component: None
This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork.

GRD 141 Graphic Design I 02 04 00 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 142 Graphic Design II 02 04 00 04
Prerequisites: GRD 121, GRD 141, GRD 151
Corequisites: GRD 152
Component: None
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 151 Computer Design Basics 01 04 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

GRD 152 Computer Design Tech I 01 04 00 03
Prerequisites: GRD 151
Corequisites: None
Component: None
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

GRD 153 Computer Design Tech II 01 04 00 03
Prerequisites: GRD 152
Corequisites: None
Component: None
This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale.

GRD 158 Computer Design Apps III 00 03 00 01
Prerequisites: None
Corequisites: GRD 153
Component: None
This course is designed to provide additional hands-on training with computer software applications. Emphasis

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

is placed on utilizing appropriate computer applications to create and develop advanced graphic designs. Upon completion, students should be able to produce advanced graphic design projects using the computer.

GRD 160 Photo Fundamentals I 01 04 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.

GRD 161 Photo Fundamentals II 01 04 00 03
Prerequisites: GRD 160
Corequisites: None
Component: None
This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints.

GRD 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 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, GRD 282, GRD 285 and MKT 220
Corequisites: GRD 153
Component: None
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242 Graphic Design IV 02 04 00 04
Prerequisites: GRD 241
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 247 Design Applications IV 00 03 00 01
Prerequisites: None
Corequisites: GRD 242
Component: None
This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing sophisticated design projects utilizing concepts and techniques covered in GRD 242. Upon completion, students should be able to solve complex design problems by producing projects to meet client specifications for reproduction.

GRD 263 Illustrative Imaging 01 04 00 03
Prerequisites: GRD 131, GRD 151, GRD 152, AND GRD 153
Corequisites: None
Component: None
This course covers the creative manipulation of images utilizing digital techniques of masking, layering, airbrushing, and painting. Topics include the aesthetic analysis of visual imagery as well as the legalities of manipulating images. Upon completion, students should be able to utilize software applications to creatively manipulate and illustratively build digital images which accomplish design objectives.

GRD 265 Digital Print Production 01 04 00 03
Prerequisites: GRD 152 or GRA 151
Corequisites: None
Component: None
This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.

GRD 271 Multimedia Design I 01 03 00 02
Prerequisites: GRD 151 and 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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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 142 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.

GRD 285 Client/Media Relations 01 02 00 02
Prerequisites: GRD 142, GRD 121, GRD 152, and MKT 220
Corequisites: GRD 282
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 01 02 00 02
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.

HEA 130 Health-Adult Sexuality 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides information about health issues related to adult human sexuality. Topics include basic reproductive anatomy, contraceptive methods, STDs, and related information. Upon completion, students should be able to identify various related community agencies and available resources relating to sexual issues.

HEA 140 Health-Child Sexuality 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides health-related information about the concempt 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HEA 150 Drugs and Behavior	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: Nonw
Component: None
This course provides a survey of stimulant, depressant, psychedelic, and inhalant drugs used in contemporary society and their effects on human behavior. Emphasis is placed on the sociological, psychological, and physiological effects of drug use and abuse. Upon completion, students should be able to describe the effects of specific drugs and identify the personal, social, and environmental factors which influence drug use.

HET 115 Electronic Engines	**02**	**03**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

HET 125 Preventive Maintenance	**01**	**03**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

HET 126 Prevent Maintenance Lab	**00**	**03**	**00**	**01**

Prerequisites: None
Corequisites: HET 125
Component: None
This course provides a laboratory setting to enhance preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Emphasis is placed on practical experiences that enhance the topics presented in HET 125. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 125.

HET 231 Med/Heavy Duty Brake Sys	**01**	**03**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

HET 232 Med/Hvy Duty Brake Sys Lb	**00**	**03**	**00**	**01**

Prerequisites: None
Corequisites: None
Component: HET 231
This course provides a laboratory setting to enhance the skills for troubleshooting, adjusting, and repairing brake systems on medium and heavy duty vehicles. Emphasis is placed on practical experiences that enhance the topics presented in HET 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 231.

HET 233 Suspension and Steering	**02**	**04**	**00**	**04**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

HIS 111 World Civilizations I	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 112 World Civilizations II	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 114 Comparative World History	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides a comparison of western and non-western cultures. Emphasis is placed on historical developments and their impact on the modern world through religion, politics, economics, and social developments. Upon completion, students should be able to compare and contrast western and non-western cultures. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HIS 115 Intro to Global History	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 116 Current World Problems	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 121 Western Civilization I	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 122 Western Civilization II	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces western civilization form the modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 131 American History I	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 132 American History II	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 162 Women and History	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 167 The Vietnam War	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 212 Medieval History	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course traces the cultural, political, economic, social, religious, and intellectual history of Europe during the Middle Ages. Topics include the decline of the Roman Empire, the Frankish Kingdoms, the medieval church, feudalism, the rise of national monarchies, urbanization, and the rise of universities. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in medieval Europe. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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. This course is also available through the Virtual Learning Community (VLC).

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. This course is also available through the Virtual Learning Community (VLC).

HIS 224 US Diplomatic History	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course examines American diplomacy from the Colonial period to the present. Topics include the Monroe Doctrine, expansionism and imperialism, the world wars, the Cold War, and America's role in a changing world. Upon completion, students should be able to 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HIS 226 The Civil War	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 227 Native American History	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 236 North Carolina History	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 260 History of Africa	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course surveys the history of Africa from pre-history to the present. Emphasis is placed on the evolution of social, political, economic, and governmental structures in Africa. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Africa. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HIS 271 The French Revolution Era	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course traces the causes and effects of the French Revolution. Topics include the Enlightenment; Jacobins; Reign of Terror; Napoleon's republic, empire, and wars; and the French Revolution's impact upon world history. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments during the French revolutionary era. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HMT 110 Intro to Healthcare Mgt	**03**	**00**	**00**	**03**

Prerequisites: None
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	**03**	**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	**03**	**00**	**00**	**03**

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 Finan 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.

HOR 110 Intro to Landscaping	**01**	**02**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic skills and concepts of drafting and surveying necessary to complete landscape site analysis and topographical drawings. Emphasis is placed on proper use of drafting and survey equipment. Upon completion, students should be able to draw a site analysis drawing with topographical lines.

HOR 112 Landscape Design I	**02**	**03**	**00**	**03**

Prerequisites: HOR 170
Corequisites: None
Component: None
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114 Landscape Construction	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction technique s, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 116 Landscape Management I	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

HOR 118 Equip Oper & Maintenance	**01**	**03**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule,

service equipment, and demonstrate safe operation of selected equipment.

HOR 134 Greenhouse Operations — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 142 Fruit & Vegetable Prod — CLASS HRS 01, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

HOR 150 Intro to Horticulture — CLASS HRS 02, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 02
Prerequisites: None
Corequisites: None
Component: None
This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

HOR 152 Horticultural Practices — CLASS HRS 00, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 01
Prerequisites: None
Corequisites: None
Component: None
This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.

HOR 160 Plant Materials I — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. This course is also available through the Virtual Learning Community (VLC).

HOR 162 Applied Plant Science — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 Manag — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 Comp Apps — CLASS HRS 01, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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.

HOR 215 Landscape Irrigation — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS: 02, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 02, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: HOR 162 or HOR 166
Corequisites: None
Component: None
This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or mange a quality turf.

HOR 257 Arboriculture Practices — CLASS HRS: 01, LAB HRS: 03, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 02, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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.

HOR 275 Horticulture Prod Mang — CLASS HRS: 03, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces starting and/or managing a horticulture production operation. Emphasis is placed on types of horticulture production businesses, production management practices and skills, and appropriate safety measures for equipment, personnel, and facilities. Upon completion, students should be able to identify various types of production businesses, prepare appropriate schedules and inventories, and manage personnel/facilities for safe crop production.

HOR 277 Horti Sales & Services — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces various strategies for marketing horticulture products and services. Topics include wholesale, retail, and consignment sales; advertising media; costing products and services; preparing estimates, bids, and proposals; and consumer relations. Upon completion, students should be able to develop a marketing strategy for various horticulture products and services.

HOR 278 Horti Business Entrep — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces starting and/or managing a horticulture business operation. Emphasis is placed on types of business ownership, legal aspects of licenses, worker safety and facility criteria, and creating inventories, schedules, and financial statements. Upon completion, students should be able to prepare appropriate schedules and financial statements and demonstrate knowledge of legal standards for equipment and personnel.

HRM 110 Intro to Hospitality — CLASS HRS: 02, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: None
Corequisites: None
Component: None
This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

HRM 115 Housekeeping — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff in the proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department.

HRM 115A Housekeeping Lab — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 Proced Lab — CLASS HRS 00, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 01, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 Mgt — CLASS HRS 02, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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.

HRM 135 Facilities Management — CLASS HRS 02, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 02
Prerequisites: None
Corequisites: None
Component: None
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, tudents should be able to demonstrate an understanding of the planning, design, and maintenance of hospitality physical plants and equipment.

HRM 140 Hospitality Tourism Law — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.

HRM 145 Hospitality Supervision — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry. supervisory skills unique to the hospitality and service industry.

HRM 150 Hospitality Training — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
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.

HRM 210 Meetings and Conv — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
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.

HRM 215 Restaurant Management — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: CUL 135
Corequisites: None
Component: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HRM 215A Restaurant Mgt Lab	**00**	**02**	**00**	**01**

Prerequisites: CUL 135
Corequisites: HRM 215
Component: None
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.

HRM 220 Food & Beverage Controls	**03**	**00**	**00**	**03**

Prerequisites: MAT 110 or MAT 115
Corequisites: None
Component: None
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.

HRM 220A Food & Bevera Contr Lab	**00**	**02**	**00**	**01**

Prerequisites: MAT 110 or MAT 115
Corequisites: HRM 220
Component: None
This course is a laboratory to accompany HRM 220. Emphasis is placed on practical computer applications of food and beverage control procedures. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.

HRM 225 Beverage Management	**02**	**00**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the management of beverage operations in a hospitality operation. Topics include history, service, procurement, storage, and control of wines, fermented and distilled beverages, sparkling waters, coffees, and teas. Upon completion, students should be able to demonstrate knowledge of the beverages consumed in a hospitality operation.

HRM 230 Club & Resort Mgt	**02**	**00**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This courses introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management.

HRM 235 Hospitality Quality Mgt	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the various schools of though in achievement and implementation of quality standards for the hospitality industry. Emphasis is placed on developing and maintaining quality in the delivery of the tangible and intangible aspects of the service product. Upon completion, students should be able to demonstrate an understanding of quality service principles and apply them within a hospitality/service environment.

HRM 240 Hospitality Marketing	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers planning, organizing, directing, and analyzing the results of marketing programs in the hospitality industry. Emphasis is placed on market segmentation and analysis, product and image development, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to prepare a marketing plan applicable to the hospitality industry.

HRM 245 Hosp Human Res Mgt	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course presents a systematic approach to human resource management in the hospitality industry. Topics include labor regulations and laws, hiring, development, discipline, motivation, separation, productivity, and organizational culture. Upon completion, students should be able to apply sound human resource management skills to the hospitality industry.

HRM 280 Hospitality Mgt Problems	**03**	**00**	**00**	**03**

Prerequisites: HRM 220
Corequisites: None
Component: None
This course addresses current global, national, and local concerns and issues in the hospitality industry. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to apply hospitality management principles to real challenges facing industry managers.

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: RED 090 and ENG 090 or ENG 111
Corequisites: None
Component: None
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural

perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).

HUM 120 Cultural Studies — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 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.

HUM 122 Southern Culture — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

HUM 130 Myth in Human Culture — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 150 Ameri Women's Studies — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 160 Introduction to Film — CLASS HRS: 02, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

HUM 170 The Holocaust — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HUM 211 Humanities I — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HUM 212 Humanities II	**03**	**00**	**00**	**03**

Prerequisites: ENG 111
Corequisites: None
Component: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 220 Human Values & Meaning	**03**	**00**	**00**	**03**

Prerequisites: ENG 111
Corequisites: None
Component: None
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 230 Leadership Development	**03**	**00**	**00**	**03**

Prerequisites: ENG 111
Corequisites: None
Component: None
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (TAC 11/16/05)

HYD 110 Hydraulics/Pneumatics I	**02**	**03**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INS 101 Life/Accid/Health Ins	**04**	**00**	**00**	**04**

Prerequisites: None
Corequisites: None
Component: None
This course provides basic instruction in life and health insurance. Topics include life, accident, and health agent regulations, comparison of policies, and individual and group policy provisions. Upon completion, students should be able to demonstrate knowledge of life, health, and accident insurance required for the NC Agents' Life and Health Licensure Exam. This course is intended for certificate and diploma programs.

INS 102 Medicare Suppl/LT Care	**01**	**00**	**00**	**01**

Prerequisites: None
Corequisites: None
Component: None
This course covers the types of Medicare coverage, long-term care coverage, Medicaid, policy provisions, applicable laws and regulations, and buying practices. Topics include hospital insurance, supplementary medical insurance, Medicare supplement insurance, Medicaid assistance, and long-term care. Upon completion, students should be able to discuss long-term care coverage, Medicaid, appropriate policy provisions, legal principles, and their applicable use. This course is intended for certificate and diploma programs.

INS 103 Property & Casualty Ins	**04**	**00**	**00**	**04**

Prerequisites: None
Corequisites: None
Component: None
This course covers types of property and casualty coverage, policy provisions, applicable laws and regulations, buying procedures, government property, and casualty coverage. Topics include general liability insurance, automobile insurance, homeowner's insurance, commercial, fire and extended coverage, worker's compensation, and various policy provisions. Upon completion, students should be able to discuss types of property and casualty coverage, appropriate policy provisions, and appropriate legal principles and their applicable uses. This course is intended for certificate and diploma programs.

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. This course is intended for certificate and diploma programs.

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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

the ability to investigate and legally settle claims. This course is intended for certificate and diploma programs.

INS 108 Income Taxation of Ins 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.
This course is intended for certificate and diploma programs.

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. This course is intended for certificate and diploma programs.

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.

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, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. This course is also available through the Virtual Learning Community (VLC).

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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 Mfg 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 Mgt — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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.

ISC 141 Execution and Control of Op — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course covers a broad base of production operations in a wide variety of production environments. Emphasis is placed on the principles, approaches, and techniques needed to schedule, control, measure, and evaluate the effectiveness of production operations. Upon completion, students should be able to demonstrate an understanding of production activity control and be prepared for the APICS CPIM examination.

ISC 151 Plant Layout — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course provides a practical study of factory planning. Emphasis is placed on site selection and efficient arrangement of work areas to achieve lower manufacturing costs. Upon completion, students should be able to produce sample layouts of manufacturing operations.

ISC 170 Problem-Solving Skills — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

ISC 210 Oper & Prod Planning — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.

ISC 214 Job Analysis/Wages & Salary — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course covers job analysis and evaluation as a basis for determining equitable wages and salaries. Topics include selection and definition of job factors, relative values of factors, preparation of job specifications and descriptions, and determination of wage/salary structure. Upon completion, students should be able to prepare job specifications and descriptions, evaluate jobs by four commonly accepted methods, and calculate costs of wage curves.

ISC 216 Work Measurement — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the techniques of work simplification, job method improvement, and sampling using the various charts and methods of evaluations to determine utilization. Emphasis is placed on the development of effective work methods and the charting of methods to improve output. Upon completion, students should be able to demonstrate the use of various charts and studies to indicate levels or changes in levels of performance.

ISC 225 Facility Layout — CLASS HRS 03, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: None
Corequisites: None
Component: None
This course provides a practical study of facility planning with emphasis on a structured approach to solving layout problems. Emphasis is placed on investigating and designing an effective facility layout. Upon completion, students should be able to design a basic work area indicating effective use of allowable resources.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ISC 230 Simulation Production Processes	**01**	**03**	**00**	**02**

Prerequisites: MAT 115 or MAT 161
Corequisites: None
Component: None
This course introduces fundamental principles and procedures for simulation modeling of production processes. Emphasis is placed on problem-solving and engineering applications of simulation modeling for quality enhancement and productivity improvement. Upon completion, students should be able to analyze and model a production process to obtain optimum productive operations.

ISC 233 Industrial Org & Management	**03**	**00**	**00**	**03**

Prerequisites: ISC 133
Corequisites: None
Component: None
This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.

ISC 235 Management Problems	**03**	**00**	**00**	**03**

Prerequisites: ISC 135
Corequisites: None
Component: None
This course covers problem-solving strategies for a variety of industrial management problems. Emphasis is placed on integrating management principles and practices in an industrial setting through a case-study approach. Upon completion, students should be able to analyze a variety of management problems and provide oral and/or written reports which include problem definition and recommendations.

ISC 255 Engineering Economy	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the process of economic evaluation of manufacturing industrial alternatives such as equipment selection, replacement studies, and cost reduction proposals. Topics include discounted cash flows, time value of money, income tax considerations, internal rates of return, and comparison of alternatives using computer programs. Upon completion, students should be able to analyze complex manufacturing alternatives based on engineering economy principles.

ISC 261 Methods Improvement	**02**	**03**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the principles of methods improvement. Topics include the analysis, development, and installation of new methods and/or equipment in the manufacturing operation. Upon completion, students should be able to analyze operations for methods improvements and recommend process modifications.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ITA 111 Elementary Italian I	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ITA 112 Elementary Italian II	**03**	**00**	**00**	**03**

Prerequisites: ITA 111
Corequisites: None
Component: None
This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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**	**01**

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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. ITN 110 has been revised to WEB 111 (Intro to Web Graphics). See WEB 111 for course information.

ITN 120 Intro to Internet Multimedia	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: CIS 111 or CIS 110 or CIS 113 or CIS 172
Component: None
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications. ITN 120 has been revised to WEB 120 (Intro Internet Multimedia). See WEB 120 for course information.

ITN 130 Web Site Management	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance. This course is also available through the Virtual Learning Community (VLC).
ITN 130 has been revised to WEB 230 (Implementing Web Serv). See WEB 230 for course information.

ITN 140 Web Development Tools	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides an introduction to web development software suites. Topics include the crreation of web sites and applets using web development software. Upon completion, students should be able to create entire web

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

sites and supporting applets. ITN 140 has been revised to WEB 140 (Web Development Tools). See WEB 140 for course information.

ITN 150 Internet Protocols 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols. This course is also available through the Virtual Learning Community (VLC).

ITN 160 Principals of Web Design 02 02 00 03
Prerequisites: None
Corequisites: CIS 110 or CIS 111 or CIS 113 or CIS 172
Component: None
This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages. This course is also available through the Virtual Learning Community (VLC). ITN 160 has been revised to WEB 210 (Web Design). See WEB 210 for course information.

ITN 170 Intro to Internet Databases 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This is the first of two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet databases, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form. ITN 170 has been revised to WEB 250 (Database Driven Websites). See WEB 250 for course information.

ITN 180 Active Server Programming 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications. ITN 180 has been revised to WEB 180 (Active Server Pages). See WEB 180 for course information.

ITN 220 Adv Internet Multimedia 02 02 00 03
Prerequisites: ITN 120 and ITN 140
Corequisites: None
Component: None
This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations ITN 220 has been revised to WEB 220 (Advanced Multimedia). See WEB 220 for course information.

ITN 240 Internet Security 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts. ITN 240 has been revised to WEB 240 (Internet Security). See WEB 240 for course information.

ITN 250 Implement Internet Services 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the setup and configuration of news, mail, ftp, and WWW services. Topics include selection and installation of software to support common Internet services and related topics. Upon commpletion, students should be able to install and configure the most commonly used Internet service software. This course is also available through the Virtual Learning Community (VLC).

ITN 270 Adv Internet Databases 2 2 0 3
Prerequisites: ITN 170
Corequisites: None
Component: None
This is the second of two courses on internet databases. Topics include database distribution and replicatio, data warehousing, integration of desktop and Internet database structures. Upon completion, students should be able to design and implement an Internet database.

LAT 111 Elementary Latin I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of Latin within a cultural context. Emphasis is placed on the development of basic reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 112 Elementary Latin II 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is a continuation of LAT 111 focusing on the fundamental elements of Latin within a cultural context. Emphasis is placed on the progressive development of reading, vocabulary, and grammar skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to written Latin and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

general education core requirement in humanities/fine arts.

LAT 181 Latin Lab I 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of Latin. Emphasis is placed on the progressive development of basic reading and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement

LAT 182 Latin Lab II 00 02 00 01
Prerequisites: LAT 181
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of Latin. Emphasis is placed on the progressive development of basic reading and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to demonstrate increasing proficiency in reading and writing Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

LAT 211 Intermediate Latin I 03 00 00 03
Prerequisites: LAT 112
Corequisites: None
Component: None
This course provides a review and expansion of the essential skills of Latin. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to accurately read and comprehend Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 212 Intermediate Latin II 03 00 00 03
Prerequisites: LAT 211
Corequisites: None
Component: None
This course provides a continuation of LAT 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to demonstrate increased accuracy in reading and comprehension of Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 281 Latin Lab 3 00 02 00 01
Prerequisites: LAT 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of written skills in Latin. Emphasis is placed on the study of representative literary and cultural texts. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

LAT 282 Latin Lab 4 00 02 00 01
Prerequisites: LAT 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of Latin. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning materials. Upon completion, students should be able to demonstrate increased proficiency in reading and writing Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

LEX 110 Introduction to Paralegal Study 03 00 00 03
Prerequisites: None
Corequisites: LEX 140
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. This course is also available through the Virtual Learning Community (VLC).

LEX 120 Legal Research/Writing I 02 02 00 03
Prerequisites: None
Corequisites: LEX 180
Component: None
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. This course is also available through the Virtual Learning Community (VLC).

LEX 121 Legal Research/Writing II 02 02 00 03
Prerequisites: LEX 110 AND 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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. This course is also available through the Virtual Learning Community (VLC).

LEX 140 Civil Litigation I	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: LEX 110
Component: None
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction and the state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. This course is also available through the Virtual Learning Community (VLC).

LEX 141 Civil Litigation II	**02**	**02**	**00**	**03**

Prerequisites: LEX 110 AND 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 110
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. This course is also available through the Virtual Learning Community (VLC).

LEX 160 Criminal Law & Procedure	**02**	**02**	**00**	**03**

Prerequisites: LEX 110
Corequisites: None
Component: None
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LEX 180 Case Analysis & Reasoning	**01**	**02**	**00**	**02**

Prerequisites: LEX 110
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. This course is also available through the Virtual Learning Community (VLC).

LEX 211 Real Property II	**01**	**04**	**00**	**03**

Prerequisites: LEX 210
Corequisites: None
Component: None
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 240 Family Law	**03**	**00**	**00**	**03**

Prerequisites: LEX 110 AND LEX 140
Corequisites: None
Component: None
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. This course is also available through the Virtual Learning Community (VLC).

LEX 250 Wills, Estates, & Trusts	**02**	**02**	**00**	**03**

Prerequisites: LEX 110
Corequisites: None
Component: None
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

This course is also available through the Virtual Learning Community (VLC).

LEX 260 Bankruptcy & Collections — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: LEX 110 AND LEX 210
Corequisites: None
Component: None
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270 Law Office Mgt/Technology — CLASS HRS: 01, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: LEX 110 AND LEX 140
Corequisites: None
Component: None
This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 283 Investigation — CLASS HRS: 01, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: LEX 110
Corequisites: None
Component: None
This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence, and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/ accident records, sketch scenes, and prepare exhibits.

LEX 285 Workers' Comp Law — CLASS HRS: 02, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: LEX 110 AND LEX 130
Corequisites: None
Component: None
This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

LOG 110 Introduction to Logistics — CLASS HRS: 03, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry. This course is also available through the Virtual Learning Community (VLC).

LSG 111 Basic Landscape Technology — CLASS HRS: 02, LAB HRS: 00, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic principles essential to landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic gardening techniques essential to maintaining a landscape.

LSG 121 Fall Gardening Lab — CLASS HRS: 00, LAB HRS: 06, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: None
Corequisites: None
Component: None
This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

LSG 122 Spring Gardening Lab — CLASS HRS: 00, LAB HRS: 06, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: None
Corequisites: None
Component: None
This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.

LSG 123 Summer Gardening Lab — CLASS HRS: 00, LAB HRS: 06, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: None
Corequisites: None
Component: None
This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

LSG 231 Landscape Supervision — CLASS HRS: 02, LAB HRS: 06, CLINIC HRS: 00, CREDIT HRS: 04
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LSG 232 Garden Management	**01**	**02**	**00**	**02**

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.

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: MAC 111
Component: None
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 121 Introduction to CNC	**02**	**00**	**00**	**02**

Prerequisites: MAC 111
Corequisites: None
Component: None
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122 CNC Turning	**01**	**03**	**00**	**02**

Prerequisites: MAC 121
Corequisites: None
Component: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling	**01**	**03**	**00**	**02**

Prerequisites: MAC 121
Corequisites: None
Component: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 131 Blueprint Reading/Mach I	**01**	**02**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MAC 132 Blueprint Reading/Mach II	**01**	**02**	**00**	**02**

Prerequisites: MAC 131
Corequisites: None
Component: None
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAC 152 Adv Machining Calc	**01**	**02**	**00**	**02**

Prerequisites: MAC 151
Corequisites: None
Component: None
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 226 CNC EDM Machining	**01**	**03**	**00**	**02**

Prerequisites: MAC 121
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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

MAS 140 Intro to Masonry	**01**	**02**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

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.

MAT 060 Essential Mathematics	**03**	**02**	**00**	**04**

Prerequisites: MAT 050 or ACCUPLACER Arithmetic Score of 43 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 070 Introductory Algebra	**03**	**02**	**00**	**04**

Prerequisites: MAT 060 or ACCUPLACER Arithmetic Score of 61 or ACCUPLACER Elementary Algebra Score of 39
Corequisites: RED 080 or ACCUPLACER Reading Score of 60
Component: None
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. This course is also available through the Virtual Learning Community (VLC).

MAT 080 Intermediate Algebra	**03**	**02**	**00**	**04**

Prerequisites: MAT070 or ACCUPLACER Elementary Algebra Score of 60
Corequisites: RED 080
Component: None
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 090 Accelerated Algebra	**03**	**02**	**00**	**04**

Prerequisites: HS Alg I and Alg II or ACCUPLACER Elementary Algebra Score of 60
Corequisites: RED 080 or ACCUPLACER Reading Score of 60
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.

MAT 101 Applied Mathematics I	**02**	**02**	**00**	**03**

Prerequisites: One Course Required: MAT 060, MAT 070, MAT 080, MAT 090 or MAT 095 or ACCUPLACER Arithmetic Score of 61 or 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.
Corequisites: None
Component: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for certificate and diploma programs.

MAT 110 Mathematical Measurement	**02**	**02**	**00**	**03**

Prerequisites: ONE COURSE REQUIRED: MAT070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175
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: One Course Required: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or ACCUPLACER Arithmetic Score of 61 or 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
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: One Course Required: Mat 070, MAT 080, MAT 090, MAT 095, MAT 121, MAT 161, MAT 171, OR MAT 175 or ACCUPLACER Elementary Algebra Score of 60 or 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
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.

MAT 121 Algebra/Trigonometry I	**02**	**02**	**00**	**03**

Prerequisites: One course required: MAT 070, MAT 080, MAT 090, OR MAT 095 or ACCUPLACER Elementary Algebra Score

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

of 80 or 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
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: One Course Required: MAT121, MAT 161, MAT 171 OR MAT 175
Corequisites: None
Component: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logrithmic 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: One Course Required: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or ACCUPLACER Elementary Algebra Score of 60 or 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
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: One Course Required: Mat 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or ACCUPLACER Elementary Algebra Score of 60 or 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
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.

MAT 145 Analytical Math 03 00 00 03
Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or ACCUPLACER Elementary Algebra Score of 80 or 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
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, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, OR MAT 175 or ACCUPLACER Elementary Algebra Score of 80 or 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
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: One Course Required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, OR MAT 175 or ACCUPLACER Elementary Algebra Score of 80 or 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
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 155 Statistical Analysis	**03**	**00**	**00**	**03**

Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or ACCUPLACER Elementary Algebra Score of 80 or 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
Corequisites: None
Component: None
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 155A Statistics Analysis Lab	**00**	**02**	**00**	**01**

Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or ACCUPLACER Elementary Algebra Score of 80 or 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
Corequisites: MAT 155
Component: None
This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 161 College Algebra	**03**	**00**	**00**	**03**

Prerequisites: One course required: MAT 080, MAT 090, MAT 095 or ACCUPLACER Elementary Algebra Score of 80 or 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.
Corequisites: MAT 161A
Component: None
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree. This course is also available through the Virtual Learning Community (VLC).

MAT 161A College Algebra Lab	**00**	**02**	**00**	**01**

Prerequisites: One course required: MAT 080, MAT 090 OR MAT 095 or ACCUPLACER Elementary Algebra Score of 80 or 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
Corequisites: MAT 161
Component: None
This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 162 College Trigonometry	**03**	**00**	**00**	**03**

Prerequisites: MAT161
Corequisites: None
Component: None
This course provides an integrated technological approach to trigonometry applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 162A College Trigonometry Lab	**00**	**02**	**00**	**01**

Prerequisites: MAT161
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: One Course Required: MAT 161, MAT 171 OR MAT 175
Corequisites: MAT 165A
Component: None
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 165A Finite Mathematics Lab	**00**	**02**	**00**	**01**

Prerequisites: One Course Required: MAT 161, MAT 171 OR MAT 175
Corequisites: MAT 165
Component: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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.

MAT 167A Discrete Math Lab 00 02 00 01
Prerequisites: MAT 121
Corequisites: MAT 167
Component: None
This course is a laboratory for MAT 167. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 171 Precalculus Algebra 03 00 00 03
Prerequisites: One course required: MAT 080, MAT 090, MAT 095 OR MAT 161 or ACCUPLACER Elementary Algebra Score of 80 or 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
Corequisites: MAT 171A
Component: None
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 171A Precalculus Algebra Lab 00 02 00 01
Prerequisites: One course required: MAT 080, MAT 090, MAT 095 or MAT 161 or ACCUPLACER Elementary Algebra Score of 80 or 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
Corequisites: MAT 171
Component: None
This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 172 Precalculus Trigonometry 03 00 00 03
Prerequisites: MAT 171
Corequisites: MAT 172A
Component: None
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 172A Precalculus Trig Lab 00 02 00 01
Prerequisites: MAT 171
Corequisites: MAT 172
Component: None
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 175 Precalculus 04 00 00 04
Prerequisites ACCUPLACER Elementary Algebra Score of 80 or 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.
Corequisites: MAT 175A
Component: None
This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 175A Precalculus Lab 00 02 00 01
Prerequisites: None
Corequisites: MAT 175
Component: None
This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-

major and/or elective course requirement.

MAT 210 Logic — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: One Course Required: MAT 161, MAT 171 OR MAT 175
Corequisites: MAT 210A
Component: None
This course introduces the concept of deductive logic with emphasis on the use of formal logic in analysis. Topics include traditional logic, propositional logic, and determination of validity including truth tables, Venn diagrams, and translational exercises. Upon completion, students should be able to analyze data based on formal logic or ordinary language discourse. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 210A Logic Lab — CLASS HRS 00, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 01
Prerequisites: One Course Required: MAT 161, MAT 171 OR MAT 175
Corequisites: MAT 210
Component: None
This course is a laboratory for MAT 210. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 223 Applied Calculus — CLASS HRS 02, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: MAT 122
Corequisites: None
Component: None
This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.

MAT 252 Statistics II — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: A set of courses required: MAT 151 and MAT 121 or MAT 161
Corequisites: None
Component: None
This course provides a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences on multiple sample data taken from business and health, social, natural, and applied sciences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 252A Statistics II Lab — CLASS HRS 00, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 01
Prerequisites: A set of courses required: MAT 151 and MAT 121 or MAT 161
Corequisites: MAT 252
Component: None
This course is a laboratory for MAT 252. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 263 Brief Calculus — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: One Course Required: MAT 161, MAT 171 OR MAT 175
Corequisites: None
Component: None
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved to satisfy the comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 263A Brief Calculus Lab — CLASS HRS 00, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 01
Prerequisites: One Course Required: MAT 161, MAT 171 or MAT 175
Corequisites: MAT 263
Component: None
This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 271 Calculus I — CLASS HRS 03, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: One course required: MAT 172, MAT 175 or ACCUPLACER Elementary Algebra Score of 118
Corequisites: None
Component: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 272 Calculus II — CLASS HRS 03, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: MAT 271
Corequisites: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

Component: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 273 Calculus III 03 02 00 04
Prerequisites: MAT 272
Corequisites: None
Component: None
This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 280 Linear Algebra 03 00 00 03
Prerequisites: MAT 271
Corequisites: None
Component: None
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 285 Differential Equations 03 00 00 03
Prerequisites: MAT 272
Corequisites: None
Component: None
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

MEC 110 Introduction to CAD/CAM 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I 01 04 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MEC 131 Metalworking Processes 02 03 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the standard practices that are found in a metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment.

MEC 142 Physical Metallurgy 01 02 00 02
Prerequisites: None
Corequisites: MAC 112
Component: None
This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

MEC 172 Introduction to Metallurgy 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MEC 180 Engineering Materials 02 03 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the physical and mechanical properties of materials. Topics include testing, heat treating, ferrous

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 131 Tennis-Intermediate — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: PED 130
Corequisites: None
Component: None
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 132 Racquetball-Beginning — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 138 Archery — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 139 Bowling-Beginning — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 140 Bowling-Intermediate — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: PED 139
Corequisites: None
Component: None
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 141 Tumbling and Gymnastics — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 142 Lifetime Sports 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 143 Volleyball-Beginning 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 144 Volleyball-Intermediate 00 02 00 01
Prerequisites: PED 143
Corequisites: None
Component: None
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 145 Basketball-Beginning 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 146 Basketball-Intermediate 00 02 00 01
Prerequisites: PED 145
Corequisites: None
Component: None
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

PED 147 Soccer 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

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**	**01**

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
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
This course covers the skills necessary to safely participate in whitewater rafting. Topics include raft guiding, paddling skills, scouting rapids, and rigging boats. Upon completion, students should be able to successfully complete a whitewater rafting experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 160 Canoeing-Basic	**00**	**02**	**00**	**01**

Prerequisites: PED 152
Corequisites: None
Component: None
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 161 Canoeing-Rivers	**00**	**02**	**00**	**01**

Prerequisites: PED 160
Corequisites: None
Component: None
This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 163 Kayaking-Basic	**00**	**02**	**00**	**01**

Prerequisites: PED 152
Corequisites: None
Component: None
This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 164 Kayaking-Whitewater	**00**	**02**	**00**	**01**

Prerequisites: PED 163
Corequisites: None
Component: None
This course covers the skills necessary to safely negotiate Class II and some Class III rapids. Topics include execution of a river roll, maneuvering, rescuing and retrieving kayaker and equipment. Upon completion, students should be able to safely negotiate Class II and some Class III rapids and perform all rescue skills. some Class III rapids and perform all rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or

elective course requirement.

PED 169 Orienteering — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: None
Component: None
This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 170 Backpacking — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: None
Component: None
This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 171 Nature Hiking — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: None
Component: None
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 172 Outdoor Living — CLASS HRS: 01, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 02
Prerequisites: None
Corequisites: None
Component: None
This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 173 Rock Climbing — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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 — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 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.

PED 182 Snow Skiing Intermediate — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: PED 181
Corequisites: None
Component: None
This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 183 Folk Dancing — CLASS HRS: 00, LAB HRS: 02, CLINIC HRS: 00, CREDIT HRS: 01
Prerequisites: None
Corequisites: None
Component: None

This course teaches the fundamental folk dance movements along with cultural traditions from various countries. Emphasis is placed on the history and traditions of the folk dance as well as the movements and the dances themselves. Upon completion, students should be able to demonstrate folk dances as well as knowledge of their origins and cultural traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 184 Square Dancing I — CLASS HRS: 00 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 01

Prerequisites: None
Corequisites: None
Component: None

This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 185 Square Dancing II — CLASS HRS: 00 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 01

Prerequisites: PED 184
Corequisites: None
Component: None

This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, students should be able to demonstrate and perform country and western square dance routines. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 186 Dancing for Fitness — CLASS HRS: 00 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 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 — CLASS HRS: 00 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 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 — CLASS HRS: 00 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 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 — CLASS HRS: 00 — LAB HRS: 03 — CLINIC HRS: 00 — CREDIT HRS: 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 — CLASS HRS: 00 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 01

Prerequisites: None
Corequisites: None
Component: None

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 220 Exercise for Physi Challen — CLASS HRS: 00 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 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 — CLASS HRS: 00 — LAB HRS: 02 — CLINIC HRS: 00 — CREDIT HRS: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 250 Offici/Basketb/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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 Officia/Baseball/Softball	**01**	**02**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 254 Coaching Basketball	**01**	**02**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 255 Coaching Football	**01**	**02**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the theory and methods of coaching football. Emphasis is placed on rules, game strategies, and selected techniques of coaching football. Upon completion, students should be able to demonstrate competent coaching skills in football. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 256 Coaching Baseball	**01**	**02**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 257 Coaching Soccer	**01**	**02**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the theory and methods of coaching soccer. Emphasis is placed on rules, game strategies, and selected techniques of coaching soccer. Upon completion, students should be able to demonstrate competent coaching skills in soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 259 Prev & Care of Athletic Inju	**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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 260 Lifeguard Training	**01**	**02**	**00**	**02**

Prerequisites: PED 153
Corequisites: None
Component: None
This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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,

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

PHI 220 Western Philosophy I 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 221 Western Philosophy II 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 230 Introduction to Logic 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments,

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

test validity, and appraise inductive reasoning. This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts.

PHI 240 Introduction to Ethics 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHM 115A Pharmacy Calculations Lab	**00**	**02**	**00**	**01**

Prerequisites: Department Approval
Corequisites: PHM 110, PHM 111, and PHM 115
Component: None
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 118 Sterile Products	**03**	**03**	**00**	**04**

Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A
Corequisites: PHM 120 , PHM 136, and PHM 155
Component: None
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120 Pharmacology I	**03**	**00**	**00**	**03**

Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A
Corequisites: PHM 118, PHM 136, and PHM 155
Component: None
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 125 Pharmacology II	**03**	**00**	**00**	**03**

Prerequisites: PHM 120
Corequisites: PHM 132 and PHM 140
Component: None
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 132 Pharmacy Clinical	**00**	**00**	**06**	**02**

Prerequisites: PHM 136
Corequisites: PHM 125 and PHM 140
Component: None
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 136 Pharmacy Clinical	**00**	**00**	**18**	**06**

Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A
Corequisites: PHM 118, PHM 120 and PHM 155
Component: None
This 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 Survey of Phys 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.

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: None
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 122 Applied Physics II	**03**	**02**	**00**	**04**

Prerequisites: None
Corequisites: None
Component: None
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHY 125 Health Sciences Physics	**03**	**02**	**00**	**04**

Prerequisites: None
Corequisites: None
Component: None
This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

PHY 131 Physics-Mechanics	**03**	**02**	**00**	**04**

Prerequisites: MAT 121, MAT 161, MAT 171 OR MAT 175
Corequisites: None
Component: None
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. applications in engineering technology fields.

PHY 132 Physics-Electricity & Mag	**03**	**02**	**00**	**04**

Prerequisites: PHY 131
Corequisites: None
Component: None
This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 133 Physics-Sound & Light	**03**	**02**	**00**	**04**

Prerequisites: PHY 131
Corequisites: None
Component: None
This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, wave motion, sound, light, and modern physics. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I	**03**	**02**	**00**	**04**

Prerequisites: MAT 161, MAT 171 OR MAT 175
Corequisites: None
Component: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 152 College Physics II	**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 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: None
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 252 General Physics II	**03**	**03**	**00**	**04**

Prerequisites: MAT 272 and PHY 251
Corequisites: None
Component: None
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces,

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 253 Modern Physics 03 03 00 04
Prerequisites: PHY 251
Corequisites: None
Component: None
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PLU 110 Modern Plumbing 04 15 00 09
Prerequisites: None
Corequisites: None
Component: PLU 110AA, PLU 110BB
This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements. requirements.

PLU 111 Intro to Basic Plumbing 01 03 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

PLU 120 Plumbing Applications 04 15 00 09
Prerequisites: None
Corequisites: None
Component: None
This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

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 Intro 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 Intro 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
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

POL 210 Comparative Government	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 220 International Relations	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POS 110 POS History & Org	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the history and organization of the US Postal Service. Topics include postal service history, policies, philosophies, regulations, rules, and organization. Upon completion, students should be able to explain the history and organization of the US Postal Service.

POS 115 Processing and Distrib	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the steps involved in reviewing, processing, and dispatching all classes and types of mail. Topics include quality control, platform operation, dispatch discipline, automation and mechanization, mail flow, manual operations, mail preparation, and premium service. Upon completion, students should be able to explain the flow of mail from sender to receiver and the importance of service standards.

POS 120 Postal Operations Support	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers in-plant support and customer services operations programs support. Topics include quality improvement, address management systems, transportation and networks, delivery services, mail processing, bar coding, and automation sort plans. Upon completion, students should be able to explain postal mechanization, machine distribution, operational planning, budgeting, and functional coordination with customer services.

POS 125 Postal Delivery/Collection	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course is an in-depth study of delivery, collection, and Function-Four review. Topics include carrier responsibilities, delivery and collection rules, time keeping, equipment and supplies, mail count and route inspection, parcel post, and Function-Four review. Upon completion, students should be able to explain the duties and skills required in the carrier crafts, the management of delivery services, and staffing and scheduling audits.

POS 130 POS Support &Finance	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers information and procedures necessary to administer financial control of post offices. Topics include protecting funds and accountable paper, recording receipts and disbursements, verifying accountability, postal service reports, and controlling receipts and receipt forms. Upon completion, students should be able to explain postal revenue receipt and control, budgeting, financial accounting/reporting, time keeping, travel regulations, and administrative services.

POS 135 Officer-in-Charge Training	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course covers the duties of a window clerk. Topics include window services, image and customer relations, one-on-one selling, postage meters, mail classifications, claims and inquiry, and daily financial reporting. Upon completion, students should be able to explain effective customer relations, retailing postal products, professional window service operations, and the duties of customer service representatives.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 101 Applied Psychology	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. This course is intended for certificate and diploma programs.

PSY 110 Life Span Development	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 118 Interpersonal Psychology	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 141 Psych of Death & Dying	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

PSY 150 General Psychology	**03**	**00**	**00**	**03**

Prerequisites: ENG 090 or Accuplacer Writing Score of 87; RED 090 Or Accuplacer Reading Score of 80; or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher with the last five years.
Corequisites: None
Component: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 211 Psychology of Adjustment	**03**	**00**	**00**	**03**

Prerequisites: PSY 150
Corequisites: None
Component: None
This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, 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.

PSY 237 Social Psychology	**03**	**00**	**00**	**03**

Prerequisites: PSY 150 or SOC 210
Corequisites: None
Component: None
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 239 Psychology of Personality	**03**	**00**	**00**	**03**

Prerequisites: PSY 150
Corequisites: None
Component: None
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

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.

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.

PSY 263 Educational Psychology 03 00 00 03
Prerequisites: PSY 150
Corequisites: None
Component: None
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 265 Behavioral Modification 03 00 00 03
Prerequisites: PSY 150
Corequisites: None
Component: None
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 271 Sports Psychology	**03**	**00**	**00**	**03**

Prerequisites: PSY 150
Corequisites: None
Component: None
This course provides an overview of the field of sports and exercise psychology. Topics include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate a knowledge of psychological factors involved in sport and exercise. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 275 Health Psychology	**03**	**00**	**00**	**03**

Prerequisites: PSY 150
Corequisites: None
Component: None
This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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 Intro 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 Proced 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.

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 Proced II	**01**	**06**	**00**	**03**

Prerequisites: PTA 130
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 hysiological principles involved.

PTA 160 Physical Therapy Proced III	**02**	**03**	**00**	**03**

Prerequisites: PTA 150
Corequisites: PTA 170 and PTA 180AA
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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: PTA 160 and PTA 180AA
Component: None
This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.

PTA 180 PTA Clinical Ed Intro — CLASS HRS 00, LAB HRS 00, CLINIC HRS 09, CREDIT HRS 03
Prerequisites: Departmental Approval
Corequisites: None
Component: PTA 180AA, PTA 180BB
This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors. PTA 180A must be completed satisfactorily before registering for PTA 180B.

PTA 212 Health Care/Resources — CLASS HRS 02, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 Proced IV — CLASS HRS 03, LAB HRS 06, CLINIC HRS 00, CREDIT HRS 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 eurological dysfunction, cardiopulmonary conditions, and amputations.

PTA 260 Advanced PTA Clinical Ed — CLASS HRS 00, LAB HRS 00, CLINIC HRS 30, CREDIT HRS 10
Prerequisites: PTA 180AA and PTA 180BB
Corequisites: PTA 212
Component: None
This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.

RAD 110 RAD Intro & Patient Care — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: Departmental Approval
Corequisites: RAD 111 and RAD 151
Component: None
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 RAD Procedures I — CLASS HRS 03, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: Departmental Approval
Corequisites: All courses required: RAD 110 and RAD 151
Component: None
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 RAD Procedures II — CLASS HRS 03, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 02, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 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: RAD 112
Corequisites: None
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 and RAD 111
Component: None
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

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 211 RAD Procedures III	**02**	**03**	**00**	**03**

Prerequisites: RAD 122
Corequisites: All courses required: RAD 121, RAD 231, RAD 241 and RAD 251
Component: None
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, 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 or RAD 131
Corequisites: None
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 211, RAD 231, RAD 241, and RAD 251
Corequisites: RAD 261
Component: None
This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.

RAD 251 RAD Clinical Ed IV	**00**	**00**	**21**	**07**

Prerequisites: All courses required: AD 122, RAD 131, RAD 171
Corequisites: All courses required: RAD 211, RAD 231, RAD 241
Component: None
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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 271 Radiography Capstone 00 03 00 01
Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251
Corequisites: RAD 245, RAD 261
Component: None
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

RAD 281 RAD Clinical Elective 00 00 03 01
Prerequisites: Department Approval
Corequisites: All courses required: RAD 245, RAD 261
Component: None
This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

RCP 110 Intro to Respiratory Care 03 03 00 04
Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 111 Therapeutics/Diagnostics 04 03 00 05
Prerequisites: RCP 110
Corequisites: None
Component: None
This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 113 RCP Pharmacology 02 00 00 02
Prerequisites: None
Corequisites: RCP 110
Component: None
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations.

RCP 114 C-P Anatomy & Physiology 03 00 00 03
Prerequisites: A set of courses is required: BIO 163 and BIO 169
Corequisites: None
Component: None
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

RCP 115 C-P Pathophysiology 02 00 00 02
Prerequisites: A set of courses is required: BIO 163 and BIO 169
Corequisites: None
Component: None
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 133 RCP Clinical Practice I 00 00 09 03
Prerequisites: Enrollment in RCP
Corequisites: RCP 110
Component: None
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 142 RCP Clinical Practice II 00 00 06 02
Prerequisites: RCP 110 and RCP 133
Corequisites: RCP 111
Component: None
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 156 RCP Clinical Practice III 00 00 18 06
Prerequisites: RCP 111 and RCP 142
Corequisites: None
Component: None
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 210 Critical Care Concepts — CLASS HRS 03, LAB HRS 03, CLINIC HRS 00, CREDIT HRS 04
Prerequisites: RCP 223
Corequisites: None
Component: None
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 211 Adv Monitoring/Procedures — 03 03 00 04
Prerequisites: RCP 210
Corequisites: None
Component: None
This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

RCP 214 Neonatal/Pediatric RC — 01 03 00 02
Prerequisites: RCP 111
Corequisites: None
Component: None
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.

RCP 223 Special Practice Lab — 00 03 00 01
Prerequisites: RCP 111 and BIO 175
Corequisites: None
Component: None
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations. This course provides entry level skills in adult mechanical ventilation.

RCP 237 RCP Clinical Practice IV — 00 00 21 07
Prerequisites: RCP 111 and RCP 156
Corequisites: RCP 210
Component: None
This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RED 070 Essential Reading Skills — 03 02 00 04
Prerequisites: Placement
Corequisites: None
Component: None
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Uponcompletion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

RED 080 Introduction to College Reading — 03 02 00 04
Prerequisites: RED 070 or ACCUPLACER Reading Score of 39
Corequisites: None
Component: None
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

RED 090 Improved College Reading — 03 02 00 04
Prerequisites: RED 080 or ACCUPLACER Reading Score of 60
Corequisites: None
Component: None
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.

REL 110 World Religions — 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

REL 111 Eastern Religions — 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 112 Western Religions — 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the major western religious

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 211 Introduction to Old Testament 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 212 Introduction to New Testament 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 221 Religion in America 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 111 Elementary Russian I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 112 Elementary Russian II 03 00 00 03
Prerequisites: RUS 111
Corequisites: None
Component: None
This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 181 Russian Lab 1 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 182 Russian Lab 2 00 02 00 01
Prerequisites: RUS 181
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Russian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 211 Intermediate Russian I 03 00 00 03
Prerequisites: RUS 112
Corequisites: None
Component: None
This course provides a review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RUS 212 Intermediate Russian II	**03**	**00**	**00**	**03**

Prerequisites: RUS 211
Corequisites: None
Component: None
This course provides a continuation of RUS 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 221 Russian Conversation	**03**	**00**	**00**	**03**

Prerequisites: RUS 212
Corequisites: None
Component: None
This course provides an opportunity for intensive communication in spoken Russian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, to express ideas and opinions clearly, and to engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 281 Russian Lab 3	**00**	**02**	**00**	**01**

Prerequisites: RUS 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 282 Russian Lab 4	**00**	**02**	**00**	**01**

Prerequisites: RUS 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SEC 110 Security Concepts	**03**	**00**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. SEC 110 replaces NET 112 effective Fall 2006.

SEC 150 Secure Communications	**02**	**02**	**00**	**03**

Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None
Component: None
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies. SEC 150 replaces NET 122 effective Fall 2006.

SEC 160 Secure Admin I	**02**	**02**	**00**	**03**

Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None
Component: None
This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses. SEC 160 replaces NET 222 effective Fall 2006.

SEC 210 Intrusion Detection	**02**	**02**	**00**	**03**

Prerequisites: SEC 160
Corequisites: None
Component: None
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems. SEC 210 replaces NET 231 effective Fall 2006.

SEC 220 Defense-In-Depth	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: SEC 160
Component: None
This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums. SEC 220 replaces NET 233 effective Fall 2006.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SEC 240 Wireless Security	**02**	**02**	**00**	**03**

Prerequisites: SEC 110 and NET 175
Corequisites: None
Component: None
This course introduces security principles and topics related to the wireless networking environment. Topics include network topologies, network protocols, security issues, and best practices for wireless environments. Upon completion, students should be able to design, setup, manage, and secure a wireless network.

SEC 289 Security Capstone Project	**01**	**04**	**00**	**03**

Prerequisites: SEC 220
Corequisites: None
Component: None
This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation. This course is restricted to the Information Systems Security, the Information Systems Security/ Operating Systems, and the Information Systems Security/ Security Hardware curriculums. SEC 289 replaces NET 285 effective Fall 2006.

SLP 111 Ethics and Standards for SLPA's	**03**	**00**	**00**	**03**

Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course provides an overview of the theory, practice, and philosophy of speech-language pathology assisting. Topics include legal and ethical issues, scope of practice, multiculturalism, and diversity. Upon completion, students should be able to describe characteristics of the profession and identify components of safe and ethical practice.

SLP 112 SLP Anatomy & Physiology	**03**	**00**	**00**	**03**

Prerequisites: Departmental approval and a set of courses is required:BIO 163 or BIO 169
Corequisites: SLP 130 and SLP 140
Component: None
This course introduces the basic pathophysiology of the orofacial and thoracic structures of the human body. Emphasis is placed on the most commonly treated speech, language, and hearing disorders. Upon completion, students should be able to identify and describe basic pathophysiology related to the production of speech and hearing.

SLP 120 SLPA Admin Procedures & Mgt	**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.

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 Aquired 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 — CLASS HRS 01, LAB HRS 02, CLINIC HRS 00, CREDIT HRS 02
Prerequisites: All courses required: SLP 111, SLP 130 and SLP 140
Corequisites: SLP 211 and 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 — CLASS HRS 00, LAB HRS 00, CLINIC HRS 12, CREDIT HRS 04
Prerequisites: SLP 211 and SLP 212
Corequisites: SLP 231
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.

SLP 231 SLP Fieldwork Seminar — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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. This course is also available through the Virtual Learning Community (VLC).

SOC 225 Social Diversity — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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 — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 03
Prerequisites: None
Corequisites: None
Component: None
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 232 Social Context of Aging — CLASS HRS 03, LAB HRS 00, CLINIC HRS 00, CREDIT HRS 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.

SOC 244 Sociology of Death & Dying 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SOC 250 Sociology of Religion 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religious systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SOC 252 Sociology of Work 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an understanding of the work experience in terms of rewards, satisfaction, exploitation, alienation, and institutional function and structure. Topics include an examination of industrial, professional, office, and executive work settings in relation to technology, management, and career opportunities. Upon completion, students should be able to understand work in its changing roles, institutions, and economic impact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 111 Elementary Spanish I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 112 Elementary Spanish II 03 00 00 03
Prerequisites: SPA 111
Corequisites: None
Component: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 120 Spanish for the Workplace 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141 Culture and Civilization 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 161 Cultural Immersion 02 03 00 03
Prerequisites: SPA 111
Corequisites: None
Component: None
This course explores Hispanic culture through intensive study on campus and field experience in a host country

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

SPA 181 Spanish Lab 1 **00** **02** **00** **01**
Prerequisites: SPA 111
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 Agreementpre-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.

SPA 211 Intermediate Spanish I **03** **00** **00** **03**
Prerequisites: SPA 112
Corequisites: None
Component: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 212 Intermediate Spanish II **03** **00** **00** **03**
Prerequisites: SPA 211
Corequisites: None
Component: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 215 Spanish Phonetics/Structu **03** **00** **00** **03**
Prerequisites: None
Corequisites: None
Component: None
This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

SPA 221 Spanish Conversation **03** **00** **00** **03**
Prerequisites: SPA 212
Corequisites: None
Component: None
This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to 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 231 Reading and Composition **03** **00** **00** **03**
Prerequisites: SPA 212
Corequisites: None
Component: None
This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

SPA 281 Spanish Lab 3 **00** **02** **00** **01**
Prerequisites: SPA 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	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: SPA 211
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: SPA 211
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: SPI 113 AND SPI 114
Corequisites: None
Component: None
This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

SPI 214 Intro to Translation	**03**	**00**	**00**	**03**

Prerequisites: SPI 113 AND SPI 114
Corequisites: None
Component: None
This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SRV 110 Surveying I	**02**	**06**	**00**	**04**

Prerequisites: ERG 115 and MAT 121, MAT 161, MAT 171 OR MAT 175
Corequisites: None
Component: None
This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

SRV 111 Surveying II	**02**	**06**	**00**	**04**

Prerequisites: SRV 110
Corequisites: None
Component: None
This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

SRV 210 Surveying III	**02**	**06**	**00**	**04**

Prerequisites: SRV 110
Corequisites: None
Component: None
This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

SRV 220 Surveying Law	**02**	**02**	**00**	**03**

Prerequisites: SRV 110
Corequisites: None
Component: None
This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

SRV 230 Subdivision Planning	**01**	**06**	**00**	**03**

Prerequisites: All courses required: CIV 211, SRV 111 and SRV 210
Corequisites: None
Component: None
This course covers the planning aspects of residential subdivisions from analysis of owner and municipal

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 Intro 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 perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.

SUR 122 Surgical Procedures I 05 03 00 06
Prerequisites: SUR 110 and SUR 111
Corequisites: SUR 123
Component: None
This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

SUR 123 SUR Clinical Practice I 00 00 21 07
Prerequisites: All courses required: SUR 110, SUR 111
Corequisites: SUR 122
Component: None
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134 Surgical Procedures II 05 00 00 05
Prerequisites: SUR 123
Corequisites: None
Component: None
This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

SUR 135 SUR Clinical Practice II 00 00 12 04
Prerequisites: SUR 123
Corequisites: SUR 134 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 Adv 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.

SUR 211 Adv 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.

TRF 110 Intro Turfgrass Cult & ID CLASS HRS 03 LAB HRS 02 CLINIC HRS 00 CREDIT HRS 04
Prerequisites: None
Corequisites: None
Component: None
This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

WEB 110 Internet/Web Fund 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools. WEB 110 replaces CIS 172 effective Fall 2006.

WEB 111 Intro 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. WEB 111 replaces ITN 110 effective Fall 2006.

WEB 115 Web Markup & Scripting 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces client-side Internet programming using the current W3C-recommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic JavaScripting. Upon completion, students should be able to hand-code web pages with various media elements according to current markup standards and integrate them into websites. WEB 115 replaces CSC 160 effective Fall 2006.

WEB 120 Intro Internet Multimedia 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications. WEB 120 replaces ITN 120 effective Fall 2006.

WEB 140 Web Development Tools 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 140 replaces ITN 140 effective Fall 2006.

WEB 180 Active Server Pages 02 02 00 03
Prerequisites: CIS 115
Corequisites: None
Component: None
This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications. WEB 180 replaces ITN 180 effective Fall 2006.

WEB 182 PHP Programming 02 02 00 03
Prerequisites: CIS 115 and WEB 120
Corequisites: None
Component: None
This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language. WEB 182 replaces CSC 175 effective Fall 2006.

WEB 183 Perl Programming 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces students to the Perl Programming language. Topics include programming techniques using CGI script, input/output operations, sequence, iteration, selection, arithmetic operations, subroutines, modules, integrating database, pattern matching and other related topics. Upon completion, students should be able to design, code, test, and debug Perl language programs. WEB 183 replaces CSC 185 effective Fall 2006.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WEB 210 Web Design	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages. WEB 210 replaces ITN 160 effective Fall 2006.

WEB 220 Advanced Multimedia	**02**	**02**	**00**	**03**

Prerequisites: WEB 120 and WEB 140
Corequisites: None
Component: None
This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations. WEB 220 replaces ITN 220 effective Fall 2006.

WEB 230 Implementating Web Serv	**02**	**02**	**00**	**03**

Prerequisites: NET 110 or NET 125
Corequisites: None
Component: None
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards. WEB 230 replaces ITN 130 effective Fall 2006.

WEB 240 Internet Security	**03**	**00**	**00**	**03**

Prerequisites: WEB 110 and CIS 110 or CIS 111 and SEC 110
Corequisites: None
Component: None
This course covers security issues related to Internet services. Topics include the operating system and the Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts. WEB 240 replaces ITN 240 effective Fall 2006.

WEB 250 Database Driven Websites	**02**	**02**	**00**	**03**

Prerequisites: DBA 110 and WEB 140
Corequisites: None
Component: None
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards. WEB 250 replaces ITN 170 effective Fall 2006.

WLD 110 Cutting Processes	**01**	**03**	**00**	**02**

Prerequisites: None
Corequisites: WLD 115
Component: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes	**01**	**03**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate	**02**	**09**	**00**	**05**

Prerequisites: None
Corequisites: WLD 110
Component: None
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe	**01**	**09**	**00**	**04**

Prerequisites: WLD 115
Corequisites: None
Component: None
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate	**02**	**06**	**00**	**04**

Prerequisites: None
Corequisites: None
Component: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate	**02**	**06**	**00**	**04**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on

safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 141 Symbols & Specifications	**02**	**02**	**00**	**03**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 143 Welding Metallurgy	**01**	**02**	**00**	**02**

Prerequisites: None
Corequisites: WLD 115
Component: None
This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 212 Inert Gas Welding	**01**	**03**	**00**	**02**

Prerequisites: None
Corequisites: None
Component: None
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding
techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 261 Certification Practices	**01**	**03**	**00**	**02**

Prerequisites: All courses required: WLD 115, WLD 121 and WLD 131
Corequisites: None
Component: None
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 262 Inspection & Testing	**02**	**02**	**00**	**03**

Prerequisites: All courses required: WLD 115, WLD 121 and WLD 131
Corequisites: WLD 261
Component: None
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

FTCC ADMINISTRATIVE & PROFESSIONAL STAFF

Joseph Alley, Director of Media Services
B.A., Central Michigan University

Stephanie Altamirano, Counselor, Vocational Programs/Distance Learning
B.S., Fayetteville State University
M.A., Webster University

Catherine Barkley, Coordinator of Job Placement & Cooperative Education Coordinator
B.A., Barton College

James Basnight, Vice President for Academic & Student Services
A.A.S., Chowan College
B.S., Atlantic Christian College
M.A.E., East Carolina University
Ed.D., North Carolina State University

Cathy Baxley, Program Coordinator, EMS/Paramedical Instructor
B.S., Pembroke State University

LaVerne Berrien, Program Coordinator, AHS
A.A., St. Petersburg Jr. College
B.A., Flordia A & M University

Audrey Berry, Accounting Manager, Financial Services
A.A.S., Fayetteville Technical Community College
B.S., East Carolina University
M.B.A., Fayetteville State University

Suzanne Bolton, Payroll Supervisor, Financial Services
A.A.S., Fayetteville Technical Community College

Finley Bryan, Director of Cape Fear Botanical Garden
B.S., University of North Carolina at Wilmington
M.A., University of North Carolina at Greensboro
Ph.D., Ohio University

Sanford Cain, Director of Facility Services
A.A.S., Fayetteville Technical Community College

Lynne Carver, Counselor, Curriculum
B.S., East Carolina University
M.Ed., Campbell University

Louanna Castleman, Counselor, Curriculum-Spring Lake Campus
B.A., East Carolina University
M.A., Webster University

Lauren Cole, Dean of Engineering, Public Service & Applied Technology
B.S., University of North Carolina at Greensboro
M.Ed., University of North Carolina at Greensboro

Elaine Cole-Abinleko, Counselor, General Occupational Tech/Special Credit
A.A.S., Fayetteville Technical Community College
B.S., Fayetteville State University
M.A., Webster University

Valeria Collins, Associate Vice President for Student Services
B.S., South Carolina State College
M.S., Troy State University

Barbara Copeland, Vice President for Institutional Advancement
B.S., Northern Illinois University
M.S., Northern Illinois University

Phillip Crawford, Program Coordinator, ABE/ESL/Family Literacy
A.G.S., Central Texas College
B.S., Regents College
M.S., Jacksonville State University

Gerald Daniel, Coordinator, Academic and Student Services
B.S., North Carolina State University
M.Div., Southeastern Baptist Seminary

Polly Davis, Director of Research & Planning
B.S., University of Georgia
M.Ed., University of Georgia
Ed.D., North Carolina State University

Alisa Debnam, Dean of Health Programs
B.S., East Carolina University
M.P.H., University of North Carolina at Chapel Hill

Angela Dennis, Program Coordinator, Cape Fear Botanical Gardens
B.A., Pfeiffer University
M.A., Towson University

Scott Dorney, Executive Director, NC Military Business Center
B.A., The Citadel
M.I.A., Columbia University

Roger Dostall, Director of Success Center
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

Jane Freeman, Procurement Manager, Financial Services
A.A.S., Fayetteville Technical Community College
B.A.S., Campbell University

Deborah Friedman, Vice President for Human Resources
B.S., Central Michigan University
M.B.A., University of Toledo
Ed.D., North Carolina State University

William Griffin, Dean of Business Programs
A.A.S., Carteret Technical Institute
B.A., University of South Carolina
M.S., Troy State University

Brenda Hall, Registrar, Continuing Education

James Hammer, Program Coordinator, GED Testing
B.S., California State University
M.A., Fayetteville State University

Carolyn Harley, Counselor, Basic Skills Program
B.S., Fayetteville State University
M.Ed., Troy State University

Carrie Heffney, Director of Basic Skills Programs
B.S., Fayetteville State University
M.Ed., North Carolina State University

Sharmon Herring, Director of Instructional Programs, Business Services
B.S., Meredith College
M.B.A., Campbell University

Thomas Hobgood III, Information Systems Manager, MIS
A.A.S., Fayetteville Technical Community College
B.S., North Carolina State University

Janis Holden-Toruno, CASAS Curriculum Specialist
B.A., Rollins College
M.A., Webster University

Jack Hurley Jr., Program Coordinator, Focused Industry Training
A.A., Essex Community College
B.S., University of the State of New York
M.A., University of Phoenix

Margarete Johnson, Program Coordinator, Basic Skills Program
B.S., Methodist College

Robbie Johnson, Director of Instructional Programs - Industry Training
B.S., Fayetteville State University
M.A., University of North Carolina at Pembroke

Ann Johnston, Director of Early Childhood Education Center
M.P.A. Columbus State University

Wanda Jones, Network Communications Manager, MIS
A.A.S., Fayetteville Technical Community College

Deborah Jordan, Counselor, Business/Gen Occupational Tech/Special Credit
M.Ed., Virginia State University

James Kelley, Director of Admissions
M.A., Cincinnati Bible College & Seminar
Ed.D., Nova Southeastern University

Claretha Lacy, Counselor, College Trans/Applied Tech/SST/Future Seekers
B.S., North Carolina Central University
M.A., Fayetteville State University
M.A., Campbell University

Donald LaHuffman, Director of Evening Programs
B.A., North Carolina Central University
M.A., North Carolina Central University

Christy Leadingham, Program Coordinator, Extension Education

B.A., Carson-Newman College

Joseph Levister Jr., Vice President for Administrative Services
B.S., North Carolina A & T University
M.B.A., University of Miami
M.S., University of Miami

Sheila Locklear, Registrar, Curriculum
A.A.S., Fayetteville Technical Community College

Bessie Locus, Counselor, Special Populations
B.A., North Carolina A & T State University
M.S., North Carolina A & T State University

George Lovings Jr., Admissions Evaluator, Off-Campus Programs
A.A.S., Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
B.S., Fayetteville State University

Deborah Manning, Program Coordinator, FAST Program
B.A., Methodist College
M.A., Campbell University

Joseph Masa III, Program Coordinator, Law Enforcement Training
A.A.S., Fayetteville Technical Community College
B.S., Western Carolina University

Penelope McConley, Director of Instructional Programs, Emergency & Protective Services
A.A.S., Robeson Community College
B.A.S., Campbell University

Joy McPhail, Program Coordinator/Instructor, Certified Nursing Assistant
A.A.S., Johnston Community College
B.S., Campbell College

Charles Meacham, Associate Vice President for Curriculum Programs
B.S., North Carolina State University
M.S., The George Washington 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., Appalachian State University

Adrienne Murphy, Admissions Evaluator/Testing Administrator
B.S., Fayetteville State University

Carol Nelson, Program Coordinator, Small Business Center
B.A., Concordia College
M.A., Webster University

Loutricia Nelson, Career Center Supervisor
B.A., Winthrop University
M.Ed., Winthrop University

Kelly Norman, Admissions Evaluator
A.A., Methodist College
B.S., Methodist College

Larry Norris, President
B.A., University of North Carolina at Pembroke
M.A., University of Arkansas
Ed.D., North Carolina State University

Jeannie Plummer, Financial Systems & Disbursement Manager, Financial Services
A.A.S., S.U.N.Y., Empire State College
B.S., North Carolina Wesleyan College
M.A., East Carolina University

Terry Plummer, Director of Management Information Systems
A.A.S., Fayetteville Technical Community College

Susan Reid, Program Coordinator, Business Services
B.S., Eastern Kentucky University

Richard Rice, Director of Ft. Bragg & Pope AFB Operations
A.A.S., El Paso Community College
B.A.S., Campbell University
M.B.A., Campbell University

Virlyn Rice, Recruiter, Basic Skills Program
M.Ed., George Mason University

Reade Rizzolo, Recruiter, Curriculum
B.S., Fayetteville State University

Victor Robinson, Recruiter, Ft Bragg/Pope AFB/Spring Lake Campus
A.A., Fayetteville State University
B.S., Fayetteville State University

Linda Robotham, Recruiter, Basic Skills Program
B.A., Pace University

Susan Rose, Director of Library Services
B.A., North Carolina State University
M.L.S., University of North Carolina at Chapel Hill

Amy Samperton, Accounts Receivable Manager, Financial Services
A.A.S., Fayetteville Technical Community College
B.A.S., Campbell University

Charles Sanchez, Coordinator of Veterans Services
B.S., Park College

Jack Sanderson, Director of Public Safety and Security
B.S.O.E., Wayland Baptist University

Harper Shackelford, Director of Counseling Services
B.S., East Carolina University
M.S., East Carolina University
M.B.A., Fayetteville State University

Kristin Sharp, Counselor, Basic Skills Program
B.S., Fayetteville State University
M.A., Webster University

Bonnie Shields, Health Services Coordinator
A.A.S., Fayetteville Technical Community College

Angela Smith, Recruiter, Curriculum
A.A.S., Fayetteville Technical Community College
B.A.S., Campbell University

Betty Smith, Vice President for Financial Services
B.S., Campbell University
M.B.A., Campbell University

Martha Snipes, Admissions Evaluator/Testing Administrator, Spring Lake
B.S., Campbell University

James Steadman Jr., Counselor, Vocational Programs/Distance Learning
M.S., North Carolina A & T University

Patricia Stephenson, Director of Student Financial Aid Services
B.B.A., Western Michigan University
M.A., Western Michigan University

Tammy Stewart, Librarian
B.A., University of North Carolina at Pembroke
M.L.S., North Carolina Central University

David Sucheski, Assistant Director of Admissions
Diploma, Fayetteville Technical Community College
A.A.S., A & T College of Morrisville
B.S., Utica College of Syracuse University

Jimmy Taylor, Auxiliary Services Coordinator
Diploma, Fayetteville Technical Community College

Tamara Thomas, Assesment/Retention Specialist
B.S., Fayetteville State University

Jessie Tolar, Program Coordinator, HRD/Comp Ed/ABE
B.S., Methodist College

Sheridan Turpin, Director of Community Services/Occupational Extension Education
B.A., University of North Carolina at Pembroke
M.Ed., North Carolina State University

Vickie Villines, Programming Coordinator, Education Access Channel
B.A., North Carolina Central University

Ray Walters, Dean of College Transfer and General Education Programs
B.S., Southern Illinois University
M.S., University of Southern California

Ernest Ward, Program Coordinator, Fire/Aircraft Training
A.A.S., Pikes Peak Community College

Desandra Washington, Program Coordinator, Testing-Curriculum
B.A., North Carolina Central University
M.A., North Carolina Central University

Tara Washington, Assessment Retention Specialist, Basic Skills
A.A.S., Fayetteville Technical Community College
B.S., University of Phoenix

Ben Watson, Director of Student Activities
B.A., Barber Scotia College
M.A., Appalachian State University

Charles West Jr., Counselor, Curriculum-High School/Health Programs
M.Ed., Campbell University

John Wheelous III, Counselor, College Transfer/Applied Technology
B.S., Appalachian State University
M.A., Appalachian State University

Randolph Williams, Program Coordinator, Workplace/ABE/Internet
B.A., Fayetteville State University

Denise Wyatt, Associate Vice President for Off-Campus Programs
B.S., Tuskegee Institute
M.Ed., Tuskegee University
Ph.D., The Ohio State University

FTCC FACULTY

Dina Adams, Department Chair, Pharmacy Technology
Pharm.D., Campbell University
Saresa Aiken, Basic Skills Instructor
B.S., Fayetteville State University
M.S., Central Michigan University
Murray Alford Jr., Mathematics Instructor
B.S., East Carolina University
M.Ed., University of North Carolina at Pembroke
Myra Allen-McGrew, Department Chair, Healthcare Management Technology
M.A., Pfeiffer University - Health Education
M.B.A., Pfeiffer University
Frank Arnold, Industry Training Instructor
Diploma, Fayetteville Technical Community College
A.A., University of Maryland
B.A., University of Maryland
Emmanuel Ayoade, Biology Instructor
B.S., University of Ibadan
M.S., Saga University
Ph.D., Kagoshima University
Joyce Bain, Basic Skills Instructor
B.S., North Carolina Central University
Iris Barbour, English Instructor
B.A., University of Florida
M.Ed., University of North Carolina at Pembroke
M A., North Carolina State University
Carol Barker, Biology Instructor
B.S., North Carolina State University
M.A., University of Georgia
Edward Barnes Jr., Chemistry Instructor
B.A., Indiana University
M.S., University of Kentucky
Phyllis Bell, Department Chair, Architectural Technology
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
B.S., Charter Oak State College
Anne Benenhaley, English Instructor
B.A., Methodist College
M.A., University of North Carolina at Greensboro
Georgia Betcher, Spanish Instructor
B.A., Lewis & Clark College
M.A., Monterey Institute of International
Beymer Bevill Jr., Division Chair, Engineering Technologies
B.S., Armstrong Atlantic State University
B. of Elec. Engineering, Georgia Institute of Technology
M.S., North Carolina State University
Elizabeth Black, Music Instructor
B.A., Meredith College
B.M., Meredith College
M.M., Converse College
James Black, Department Chair, General Occupational Technology
B.S., US Military Academy
M.A., Webster University
M.B.A., Campbell University
Alvina Blanks, Mathematics Instructor
B.A., Pembroke State University
M.A., Pembroke State University
Mary Boudreau, Dental Hygiene Instructor
A.A.S., Fayetteville Technical Community College
B.S., Old Dominion University
M. Ed., Campbell University
Sophia Bowman, Early Childhood Associate Instructor
B.S., South Carolina State University
M.A., Fayetteville State University
Ed.D., Fayetteville State University
Walter Boyle, Business Admin/Economics/Banking & Finance Instructor
B.A., University of Cincinnati
M.S., South Dakota State University
M.B.A., Fayetteville State University
Julian Boyles, Automotive System Technology Instructor
A.A.S., Fayetteville Technical Community College
Karron Boyles, Practical Nursing Instructor
B.S.N., Atlantic Christian College
M.S.N., University of Phoenix
Walter Brannen, Biology Instructor
Ph.D., University of Georgia
Brenda Britt, Program Coordinator, Computer Information Technology/Telecourse
A.A.S., Peace College
B.A., St. Andrews Presbyterian College
M.S.B.E., University of North Carolina at Greensboro
M.B.A., Campbell University
Melinda Britt, Emergency Medical Science Instructor, Continuing Education
Roger Britt Jr., Business Services Instructor
B.A., St. Andrews Presbyterian College
Barbara Britton, Associate Degree Nursing Instructor
B.A., Coker College
B.S.N., Medical University of South Carolina
M.S.N., Medical University of South Carolina
Frankie Brock, Associate Degree Nursing Instructor
B.S., Lenoir Rhyne College
M.S.N., University of North Carolina at Chapel Hill
Winford Brock, Industry Training Instructor
B.S., Fayetteville State University
B.S.B.A, Appalachian State University
Jennifer Brown, Psychology Instructor
B.S., Fayetteville State University
M.A ., Fayetteville State University
Sarah Bruton, English Instructor
B.A., University of North Carolina at Pembroke
M.A., University of North Carolina at Pembroke
Toi Buchanan, Department Chair, ACA/Cosmetology
B.S., Morgan State University
M.S., Central Michigan University
Lea Bullard, Biology Instructor
B.A., University of North Carolin at Wilmington
M.A., University of North Carolina at Wilmington
Kaira Bullock, Basic Skills Instructor
B.S., Fayetteville State University
M.A., Central Michigan University
Charles Bureau, Welding Instructor
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
Cynthia Burns, Department Chair, Business Administration
B.A., North Carolina State University
B.A., North Carolina State Univeristy
M.Ed., North Carolina State University
William Butler, Division Chair, Industrial/Transportation Technologies
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
Anthony Cameron, Department Chair, Computer Programming
A.A.S., Fayetteville Technical Community College
B.S., University of North Carolina at Chapel Hill
M.S., East Carolina University
Cheryl Campbell, Business Administration Instructor
B.S., University of North Carolina at Pembroke
M.B.A., Fayetteville State University
Donald Carter, Department Chair, Carpentry/Building Construction Technology
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
Marie Cash, Mathematics Instructor
B.S., Methodist College
M.Ed., Campbell University
Donald Chavis, Department Chair, AC,Heating & Refrigeration Technology
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
Kathryn Chavis, Biology Instructor
B.S., Pembroke State University
M.A., University of North Carolina at Pembroke
Peter Chiodo Jr., English Instructor

B.A., Edinboro University
M.A., Slippery Rock University

Tere Chipman, Criminal Justice Technology Instructor
B.A., Eastern Kentucky University
M.A., Webster University

William Copeland, Business Admin/Marketing & Retailing Instructor
B.S., University of North Alabama
M.B.A., Golden Gate University

Leslie Corpening, Speech Communication Instructor
M.A., University of North Carolina at Greensboro

Walter Craver, History 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., University of North Carolina at Chapel Hill

David Creedon, Accounting Instructor
M.Accounting, University of North Carolina at Chapel Hill
Richard Criste, Department Chair, Emergency Medical Science
B.H.S., Campbell University

Richard Criste, Deparment Chair of Emergency Medical Science
B.H.S., Campbell University

Jose Cruz, Department Chair, Humanities/Foreign Language
B.A., Queens College City of NY
M.A., Queens College City of NY

Jaime Cruz-Figueroa, Electrical/Electronics Technology Instructor
Diploma, Fayetteville Technical Community College
A.A., Campbell University
B.B.A., Campbell University

Danny Cunningham, Department Chair, Biology
B.S., University of North Carolina at Chapel Hill
M.A., Fayetteville State University

Kenjuana Daniels, Sociology Instructor
B.A., Fayetteville State University
M.A., Fayetteville State University

Lisa Daniels, Sociology Instructor
B.A., University of Colorado
M.A., University of Colorado

David Dauria, A/C, Heating & Refrigeration Instructor
A.A.S., Fayetteville Technical Community College

Denise Dedeaux, Department Chair, Medical Office Administration
A.A.S., Tomlinson College
B.S. Barton College
M.B.A., Campbell University

Socorro Diaz, Facilitator/Instructor, Success Center
A.A., Taylor Business Institute
B.S., American University of Puerto Rico

Carol Dickey, Paralegal Technology Instructor
B.A., University of North Carolina at Chapel Hill
J.D., University of North Carolina at Chapel Hill

Rohert Diggs, Extension Education Instructor, Fort Bragg
ARMY

Mary Dillon, Basic Skills Instructor
B.S., West Virginia State University

Christos Diorietes, Division Chair, Mathematics
B.S., Campbell University
M.Ed., University of North Carolina at Pembroke

Stewart Ditch, Department Chair, Plumbing
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

David Dominie, Autobody Instructor
Diploma, Fayetteville Technical Community College
A.A., Fayetteville Technical Community College

Janis Donaldson, English Instructor
M.Ed., University of Maryland
M.F.A., University of North Carolina at Wilmington

Shahpour Dowlatshahi, Bus Adm/Economics/Banking & Finance Instructor
B.A., Kingston Poly
M.S., University of Surrey

Sarah Dunham, English Instructor
B.A., University of North Carolina at Greensboro
M.Ed., Georgia State University

Rita Eads, Mathematics Instructor
B.S., University of North Carolina at Pembroke
M.A. Ed., University of North Carolina at Pembroke

William Eanes Jr., Physical Education Instructor
B.S., Appalachian State University
M.A.E., East Carolina University

Elaine Eckel, Department Chair, Physical Therapist Assistant
B.S., University of Pennsylvania
M.A., University of North Carolina at Chapel Hill

John Edwards II, Speech Communication Instructor
B.A., University of North Carolina at Charlotte
M.A., Murray State University

John Ellinwood, Basic Law Enforcement Training Instructor
A.A., Methodist College
B.S., Methodist College

Janice Elliott, Associate Degree Nursing Instructor
Diploma, Fayetteville Technicial Institute
A.A.S., Johnston Community College
B.S., Fayetteville State University
B.S., Fayetteville State University
M.S.N., University of Phoenix

Renee' Ellis, Practical Nursing Instructor
B.S.N., Hampton University

Sharon Ellis, Nursing Lab Instructor
B.S.N., East Carolina University
M.S.N., East Carolina University

Susan Ellis, Program Coordinator, Dental Hygiene
B.S., University of North Carolina at Chapel Hill
M.A., University of Phoenix

Karen Elsom, Accounting Instructor
A.A.S., Fayetteville Technical Community College
B.S., University of North Carolina at Chapel Hill
M.B.A., University of North Carolina at Chapel Hill

Stephen Emery, Chemistry Instructor
B.S., Clemson University
M.S., Clemson University
Ph.D., Clemson University

Cathy Fann, Office Systems Technology Instructor
B.S., Campbell University

Moira Fescina, Mathematics Instructor
B.A., Ladycliff College
M.B.A., Campbell University

Garrett Flagg, English/Communications Instructor
A.A., Pima Community College
B.A., De La Salle College
M.A., University of Arizona
M.A., University of Florida

Victor Forrester, Advertising & Graphic Design & Support Instructor
A.C.A., Chowan College
B.F.A., East Carolina University

Daisy Foxx, Program Coordinator, Business Admin/Economics/Banking & Finance
B.S., University of North Carolina at Greensboro
M.B.A., University of North Carolina at Greensboro

Douglas Fuller, Program Coordinator, Health and Physical Education
A.A., Shenandoah Junior College
B.S., Florida State University
M.S., Florida State University

Joyce Fuller, Division Chair, Bus Ser. and Dept. Chair, Adv & Graphics Design
B.A., Concord College
M.A., Savannah College of Art & Design

Robert Fulton, Automotive System Technology Instructor
A.A.S., Community College of the Air Force
A.A.S., Fayetteville Technical Community College

Frank Galluccio, Advertising & Graphic Design Instructor
A.A., Brookdale Community College
B.S., Utah State University
M.Ed., Utah State University

Laura Galvan, Computer Information Technology Instructor

A.A.S., Del Mar Junior College
B.S., Corpus Christi State University
M.B.A., Liberty University

Maria Garcia, Spanish Instructor
B.A., Universidad De Castilla at La Mancha
M. A., Universidad De Castilla at La Mancha

Heather Gardner, Health/Physical Education Instructor
B.S., Troy University
M.S., Troy University

Mike Gaster, Industry Training Instructor

Travis Gaulden, Physics Instructor
B.S., University of North Carolina at Charlotte
B.S., Taylor University
M.S., University of North Carolina, Charlotte

Terry Gause, Department Chair, Horticulture Technology/Management
B.S., North Carolina State University
M.Ed., North Carolina State University

Kay Gilbert, Department Chair, Culinary Technology
B.S., East Carolina University
M.Ed., University of North Carolina at Greensboro

George Glann Jr., Sociology Instructor
B.S., Cameron University
M.A.T., Fayetteville State University

Glenn Godwin, Biology Instructor
B.S., East Carolina College
M.A., East Carolina University

Paul Goodrum, Landscape Gardening Instructor
A.A.S., Sandhills Community College
B.A., Furman University

Collins Gray Jr., Biology Instructor
B.A., University of North Carolina at Wilmington
M.A., East Carolina University

Anne Greene, Program Coordinator, Psychology & Sociology
B.A., Methodist College
M.A., Fayetteville State University

Lonnie Griffin III, Sociology Instructor
A.A., Florida Community College
B.A., University of North Florida
M.A., University of South Florida

Joan Griswold, Basic Skills Instructor, Spring Lake
B.A., Fayetteville State University

Arthur Hall Jr., Department Chair, Autobody Repair
A.A.S., Fayetteville Technical Community College
B.S., Fayetteville State University

Beverly Hall, Program Coordinator, Developmental Mathematics
B.S., Texas A & M University
M.Ed., Campbell University

Milton Hall, Funeral Service Education Instructor
A.A.S., Fayetteville Technical Community College
B.A.S., Methodist College
B.A., Methodist College
M.A., Webster University

Belva Hawley-Demendoza, Early Childhood Associate Instructor
B.S., Fayetteville State University
M.A., Fayetteville State University

Joanne Hayes, Basic Skills Instructor
B.A., North Carolina State University
M.Ed., North Carolina State University

Tony Hayes, Program Coordinator, Surveying Technology
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

Terry Herring, Department Chair, Surgical Technology
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
B.S., Fayetteville State University
M.S., California College for Health Science

Madgie Hill, Basic Skills Instructor
B.S., Methodist College

Robert Hill Jr., Electronic Engineering Technology Instructor
A.A.S., Fayetteville Technical Community College
B.E.T., University of North Carolina at Chapel Hill

Barbara Hill-Jones, Accounting Instructor
B.S., North Carolina A & T University
M.B.A., University of Miami

James Hinkle, Early Childhood Associate Instructor
B.S., Fayetteville State University
M.A., Fayetteville State University

James Hogan, Division Chair, Social Science/Humanities
B.S., Purdue University
M.S., Purdue University
M.A., Miami University
Ph.D., Miami University

Cara Hogeland, Mathematics Instructor
A. B., University of North Carolina at Chapel Hill
M. A., University of North Carolina at Pembroke

Stanley Holgate, Psychology Instructor
B.A., Texas Tech University
Ph.D., Texas Tech University

Glenn Holley, Department Chair, Machining Technology
A.A.S., Fayetteville Technical Community College
B.T., Rogers State University

Michelle Holmes, Department Chair, Speech Language Pathology Assistant Program
M.S., Western Carolina University

Jenneth Honeycutt, Computer Programming Instructor
A.A.S., Fayetteville Technical Community College
B.S., University of North Carolina at Wilmington

Robin Horner, Chemistry Instructor
B.S., Methodist College
M.A., East Carolina University

Annette Hornsby, Success Center Facilitator/Instructor
B.A., Methdist College

Manton Horton, ULLS-S4 Automated Software Instructor (DAK Contract)

Biancarosa Howard, Basic Skills Instructor

Steven Hoyt, Fire Protection Technology Instructor
B.S., University of North Carolina at Charlotte

Jennifer Hubbard, Computer Information Technology Instructor
B.S., Methodist College
M.S., East Carolina University

Katie Hubbard, Dental Assisting Instructor
Diploma, Fayetteville Technical Community College

Anthony Hubert, Psychology Instructor
B.A., North Carolina State University
M.A., East Carolina University
Ph.D., Virginia Commonwealth University

Donald Hughes, Industry Training Instructor

Stephen Hunter, Computer Information Technology Instructor
A.A.S., Fayetteville Technical Community College
B.M., University of North Carolina at Greensboro
M.M., University of North Carolina at Greensboro

Gerald Ittenbach, Chemistry Instructor
B.S., North Carolina State University
M.Ed., East Carolina University

Sandra Ivarsson, Computer Information Technology Instructor
B.A., Methodist College
M.B.A., Campbell University

Pamela James, Associate Degree Nursing Instructor
B.S.N., East Carolina University
M.S.N., East Carolina University

Douglas Jarboe, Department Chair, Networking Technology
A.A.S., Central Texas College
B.S.B.A. ,University of Tennessee
M.S., Murray State University

Janet Jarrell, English Instructor
B.A., Kent State University
M.A., University of North Carolina at Pembroke

Teddy Jernigan, Respiratory Care Instructor
A.A., Methodist College

A.A.S., Sandhills Community College
B.A.S., Methodist College

Danette Johnson, History Instructor
B.S., Methodist College
M.A., California State University

Doty Johnson, Art Instructor
B.A., Purdue University
M.S., Illinois Institute of Technology

Lisa Johnson, Dental Hygiene Instructor
A.A.S., Midlands Technical College
B.S., North Carolina State University

Valerie Johnson, Computer Programming Instructor
B.S., Georgia Institute of Technology
M.S., Central Michigan University

Robert Jones Jr., Political Science Instructor
A.A., Everett Community College
B.A., University of Washington
M.S., Troy State University

Dwain Joyce, Department Chair, Office Systems Technology
B.S., Campbell University
M.Ed., University of North Carolina at Greensboro

Robert Kallmeyer, Web Technologies Instructor
A.A.S., Fayetteville Technical Community College

Heidi Kaufmann, Basic Skills Instructor
B.A., University of South Florida

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, Success Center Facilitator/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

Randall Key, Mathematics Instructor
B.S., University of Arkansas
M.S., University of Louisiana

Lori Kiel, Mathematics Instructor
B.S., Meredith College
M.S., University of North Carolina at 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 Instructor
B.S., Fayetteville State University

William Kirchman, Program Coordinator, Business Admin/E-Commerce
B.S., VA Polytechnical Institute
M.A., Webster University

Kenneth Kleiner, Department Chair, Web Technologies
A.A.S., Fayetteville Technical Community College
B.A., Fayetteville State University

Lynne Kreiser, Basic Skills Instructor
B.A., University of Wales

Richard Kugelmann, Culinary Technology Instructor
A.A.S., Central Piedmont Community College
B.A., Methodist College

Rose Kulich, Division Chair, English/Communications
B.A., St. Bernard College
M.Ed., Georgia State University

Michael Landon, Department Chair, Funeral Service Education
B.S., Lock Haven College
M.A., Fayetteville State University

Brad Lanier, Program Coordinator, CJC/Latent Evidence/ Financial Crime/Computer Fraud
B.S., Mount Olive College
M.F.S., National University

David Leonard, Mathematics Instructor
B.P.A., Embry-Riddle Aeronautical University
M.S., Navel Postgraduate School
M.S., Fayetteville State University

Ronald Liggins, Basic Skills Instructor
B.S., Methodist College

Gerald Lininger, Computer Information Technology Instructor
A.A.S., Fayetteville Technical Community College
B.S., The Citadel
M.B.A, Campbell University

Ralph Lipscomb, Extension Education Instructor, Ft. Bragg
A.A.S., Fayetteville Technical Community College

Mary Long, Basic Skills Instructor
B.S., A & T College of North Carolina

Michelle Loudermilk, Psychology Instructor
B.A., University of North Dakota
M.A., Chapman University

Marcia MacKethan, Program Coordinator, English College Transfer
B.A., University of North Carolina at Charlotte
M.A., Fayetteville State University

Lucinda Mains, EMS Instructor (CE), Spring Lake

Betty Major, Mathematics Instructor
A.S., Chesterfield-Marlboro College
B.S., University of North Carolina at Charlotte
M.S., Radford University

Shari Malin, English Instructor
B.A., Indiana University of Pennsylvania
M.A., University of North Carolina at Pembroke

Sharlene Malloy, Mathematics Instructor
B.S., North Carolina State University
B.S., North Carolina State
M.S., Fayetteville State University

David Martin, Mathematics Instructor
B.S., Fayetteville State University
M.S., Fayetteville State University

Jeffrey Martin, Biology Instructor
B.S., University of North Carolina at Charlotte
M.S., University of North Carolina at Charlotte

Judith Maynard, Associate Degree Nursing Instructor
B.S.N., University of North Carolina at Greensboro
M.S.N., University of Phoenix

Boni Mays, Extension Education Instructor, Spring Lake

Robin McCarty, Basic Skills Instructor, Ft. Bragg
B.A., Carson-Newman College

Karen McClain, Speech Communication Instructor
B.S., South Carolina State College
M.S., Murray State University

Sean McDaniel, Department Chair, Associate in Fine Arts
B.S., University of Maryland
M.F.A., University of North Carolina at Greensboro

Jo McEwan, English Instructor
B.A., Fayetteville State University
M.A., University of North Carolina at Chapel Hill

John McKenzie, Industry Training Instructor, Spring Lake
A.A.S., Central Texas College

Anita McKnight, Department Chair, Radiography
A.A.S., Fayetteville Technical Community College
B.H.S., Campbell University

Kathleen McLaurin, Emergency Medical Science Instructor
RN Diploma, St. Louis Municipal School of Nursing
A.A.S., Fayetteville Technical Community College

Wendy McManus-Gilmore, Practical Nursing Instructor
B.S., North Carolina Central University
M.S., Central Michian University

Ginger McMillan, English Instructor
B.A., University of North Carolina at Pembroke
M.A., University of North Carolina at Pembroke

Kathy McNamara, Associate Degree Nursing Instructor
B.S.N., University of New Mexico
M.S.N., University of Virginia
Gwendolyn McNeill, Human Resource Development Program Instructor
B.S., Fayetteville State University
Jaime Mead, Biology Instructor
B.S., University of Tampa
M.S., Johns Hopkins University
James Messenger Sr., EMS Instructor (CE), Spring Lake
Brent Michaels, Division Chair, Bus Mgt & Department Chair, Hotel & Rest. Mgt.
B.S., East Carolina University
David Miller Jr., English Instructor
B.S., United States Military Academy
M.A., University of Pennsylvania
M.B.A., Fairleigh Dickinson University
Carl Mitchell, Program Coordinator, Business Admin/Operations Management
B.S., Methodist College
M.A., Webster University
James Moisley, Accounting Instructor
B.S., Fayetteville State University
M.B.A., Liberty University
Loretta Monk, Mathematics Instructor
B.S., Fayetteville State University
M.M., Utah State University
Sandra Monroe, Program Coordinator, Practical Nursing
B.S.N., Hampton Institute
M.S.N, University of Phoenix
Kenneth Morgan, Physics Instructor
B.S., Northern Illinois University
M.A., Trinity International University
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 Associate Instructor
B.S., Fayetteville State University
M.A., Fayetteville State University
Linda Mullins, Basic Skills Instructor
B.A., University of Minnesota
Janet Murphy, Associate Degree Nursing Instructor
B.S.N., East Carolina University
M.S.N., East Carolina University
Robert Nelms, History Instructor
A.A., University of Maryland
B.A., University of Maryland
M.A., University of North Carolina at Pembroke
Michelle Nettle, English Instructor
B.A., University of North Carolina at Chapel Hill
M.A., University of North Carolina at Wilmington
Warren O'Brien, Department Chair, Accounting
B.A., Elon College
M.B.A., Monmouth College
Margo Ogg, Certified Nursing Assistant Instructor
A.A., Sandhills Community College
B.A., Methodist College
Brian Oldham, Department Chair, Automotive Systems Technology
A.A.S., Fayetteville Technical Community College
Shelly Oliver, Early Childhood Associate Instructor
B.S., University of North Carolina at Pembroke
M.A., University of North Carolina at Pembroke
Ronald Orban, Mathematics Instructor
B.A., Pfeiffer College
M.S., Stephen F. Austin University
Sonja Osborne, Program Coordinator, Communication & Developmental
B.S. , University of the West Indies
M.A., Austin Peay State University
Patricia Ostlund, Biology Instructor
B.S., University of North Carolina at Pembroke
M.Ed., Fayetteville State University
Terry Packer, Industry Training Instructor, Spring Lake
John Page, Mathematics Instructor
B.S., Fairleigh Dickinson University
M.S.E.E., Fairleigh Dickinson University
Rudy Pait, Computer Information Technology Instructor
A.A.S., Bladen Community College
B.A., University of North Carolina at Pembroke
M.A., Webster University
John Parker, Chemistry Instructor
A.B., Elon University
D.D.S., Loyola University Chicago
Roni Paul, Practical Nursing Instructor
B.S., Winston-Salem State University
Janice Pavlikianidis, Business Services Instructor
B.A., Pembroke State University
Ilona Pelerin, Mathematics Instructor
B.S., Fayetteville State University
M.S., Fayetteville State University
Timothy Peppers Jr., Architectural Technology Instructor
A.A.S., Fayetteville Technical Community College
Cheryl Perkins, Basic Skills Instructor
B.S., Fayetteville State University
Beata Peterson, English Instructor
M.A., East Carolina University
Joyce Pettengill, Emergency Services Instructor (Paramedic), Spring Lake
Bridget Petzold, Business Administration Instructor
B.A., Virginia Tech
M.B.A., University of Colorado
John Philligin Jr., Division Chair, Building Trades Technologies
A.A.S., Fayetteville Technical Community College
James Pilgrim Jr., Department Chair, Dental
B.S., North Carolina Central University
D.D.S., Howard University College of Dentistry
Mary Pines, Physical Education Instructor/Fitness Center Coordinator
A.A.S., Fayetteville Technical Community College
B.S., Mt. Olive College
Mary Plott, Mathematics Instructor
B.S., Western Carolina University
M.S., University of North Carolina at Chapel Hill
Jewel Prevatte, Department Chair, Information Systems Security
B.S., University of North Carolina at Wilmington
M.B.A., Campbell University
Shelly Pruitt, Mathematics Instructor
B.S., East Carolina University
M.A., East Carolina University
Phillip Pugh, Program Coordinator, Humanities, History & Political Science
B.S., North Carolina State University
M.A., Abilene Christian University
Torie Quismundo, Computer Programming Instructor
B.S., East Carolina University
M.A., Webster University
Bala Raman, Mathematics Instructor
B.S., C.K.N. College, Cuddalore
M.S., Fayetteville State University
Lori Reckler, Basic Skills Instructor
B.S., Fayetteville State University
Andrea Richard, Basic Skills Instructor
B.A., East Carolina University
Bridget Richard, Basic Skills Instructor
B.A., Fayetteville State University
Susan Ritter, Mathematics Instructor
B.S., University of North Carolina at Greensboro
M.A., University of North Carolina at Greensboro
James Robinson, Social Science Instructor
B.A., North Carolina A & T University
M.S., University of Georgia
Michelle Robinson, Mathematics Instructor
B.S., Fayetteville State University

M.S., Fayetteville State University

Lea Rosenberry, Mathematics Instructor
B.A., University of Colorado
B.S., Austin Peay State University
M.A.E., Austin Peay State University

Sonya Rowe, Associate Degree Nursing Instructor, Evening Program
A.A., University of Maryland
B.S.N., Norfolk State University
M.Ed., Tarleton State University

Christina Royal, Program Coordinator, Huskins and ASL & HEA Instructor
B.S., North Carolina State University
M.A.Ed., Fayetteville State University

Linda Sanders, Program Coordinator, Business Admin/Human Resources Mgt
B.S., Fayetteville State University
M.B.A., Fayetteville State University

William Sanders, Carpentry Instructor
Diploma, Fayetteville Technical Community College

Sybil Sasaki, Basic Skills Instructor (FAST), Ft. Bragg
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., University of North Carolina at Greensboro

Carol Scheib, Basic Skills Instructor
B.S., Penn State University

Sharon Seaford, Program Coordinator, Business Admin/Marketing & Retailing
B.A., Methodist College
B.A., Lenior-Rhyne College
M.B.A., Campbell University

Vincent Sei, Mathematics Instructor
B.A., Plattsburgh State University
M.A., University of Albany

Brenda Shepherd-Powell, Success Center Facilitator/Instructor
B.S., Fayetteville State University

Dennis Sheridan, Program Coordinator, Postal Service Technology
B.A., Saint Peter's College
M.B.A., Syracuse University

Lucinda Shillady, Biology Instructor
B.S., Virginia Commonwealth University
Ph.D., Virginia Commonwealth University

David Sholter, Advertising and Graphic Design Instructor
A.A.S., Fayetteville Technical Community College
B.A., Fayetteville State University

Angela Simmons, Program Coordinator, Dental Assisting
A.A.S., Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
B.S., East Carolina University

Martha Sisk, English Instructor
B.A., Fayetteville State University
M.A., Fayetteville State University

John Sloan III, Basic Skills Instructor
B.A., North Carolina Central University

Brian Smith, Basic Skills Instructor
B.S., Fayetteville State University

Frederick Smith, Biology Instructor
B.S., Campbell University
M.A.Ed., East Carolina University

Lydia Smith, Basic Skills Instructor, Ft. Bragg
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, Program Coordinator, Biotechnology
B.S., Fayetteville State University
M.S., Fayetteville State University

Tomecia Sobers, Sociology/Psychology Instructor
B.S., Fayetteville State University
M.A., Fayetteville State University

Stephen Spear, Speech Communication 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, Program Coordinator, Phlebotomy
B.S., University of North Carolina at Chapel Hill

Melanie Stephens, Associate Degree Nursing Instructor
A.A., Fayetteville Technical Community College
A.A.S., Fayetteville State University
B.S.N., University of North Carolina at Pembroke
M.S.N., University of North Carolina at Chapel Hill

Douglas Stoner, Biology Instructor
B.A., University of California
M.A., John Hopkins University
Ph.D., University of Hawaii at Manoa

Carolyn Stovall, Associate Degree Nursing Instructor
B.S.N., North Carolina A&T State University
M.S.N., Wichita State University

Beverly Strickland, Department Chair, Criminal Justice Technology
A.A.S., Emmanuel College
B.S., Campbell University
M.A., Webster University

Thomas Strommer, Program Coordinator, College Transfer Program-Mathematics
B.S., University of Washington
M.S., University of Washington
Ph.D., University of Washington

Peggy Stubbs, Success Center Facilitator/Instructor
B.S., Fayetteville State University

Deborah Stuckey, Basic Skills Instructor
B.A., Boston College

Margene Sunderland, Business Administration Instructor
A.B., Notre Dame University
M.A., Central Michigan University

Ann Taylor, Department Chair, Paralegal Technology
B.A., Campbell University
J.D., Campbell University

David Teter, Computer Information Technology Instructor
A.A.S., Fayetteville Technical Community College
B.A.S., Campbell University

Akeyta Thomas, Mathematics Instructor
M.S., Fayetteville State University

Cheryl Thomas, Business Administration Instructor
B.S.C.J., Appalachian State University
J.D., Mercer University

Roseann Thomas, Division Chair/Department Chair, Computer Information Technology
B.S., Fayetteville State University
B.S., North Carolina State University
M.S., East Carolina University

Tamara Thomas, Basic Skills Instructor
B.S., Fayetteville State University

Ernest Thornton Jr., Electrical/Electronics Instructor
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

Teryll Torry, Networking Technology Instructor
B.S., DeVry University
M.S., Keller Grade School of Management

Samuel Tukes, Basic Skills Instructor
B.S., Fayetteville State University
M.A., Fayetteville State University

Larry Vick, Criminal Justice Instructor
J.D., Rutgers University

Brian Wagoner, Basic Skills Instructor
B.A., Methodist College

Michelle Walden, Radiography Instructor
A.A.S., Fayetteville Technical Community College

Robin Walker, English Instructor
B.A., University of North Carolina at Greensboro
M.A., University of North Carolina at Greensboro

Sandra Walker, Dental Assisting Instructor

Diploma, Fayetteville Technical Community College

Margaret Walter, Basic Skills Instructor
B.S., University of Pittsburgh
M.Ed., University of Pittsburgh

Phillip Warren, Physical Therapist Assistant Instructor
B.S., Barton College
M.P.H., University of North Carolina at Chapel Hill
M.P.T., Baylor University
D.P.T., University of St. Augustine

Tadashi Watson, Networking Technology Instructor
M.A., Webster University
M.A., Webster University

Patricia Weaver, Department Chair, Early Childhood Associate
B.A., Methodist College
M.Ed., Campbell University

Robert West, Mathematics Instructor
B.S., University of North Carolina at 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., University of North Carolina at Chapel Hill
M.A.T., University of Virginia

Bruce Whitney, Extension Education Instructor, Ft. Bragg

Charles Wiggins, Computer Information Technology Instructor
B.A., San Jose State University
M.A., Webster University
M.B.A., Webster University

Cheryl Wilderman, Radiography Instructor
A.A.S., Fayetteville Technical Community College

Elizabeth Willet, Criminal Justice Instructor
B.S., Fayetteville State University
M.S., Niagara University

Kenneth Wright, Psychology Instructor
B.A., East Carolina University
M.A., East Carolina University

David Young, French Instructor
B.A., Wheaton College
M.A., Wayne State University

Jeffrey Zack, Department Chair, Emergency Preparedness Technology/Fire Protection Technology
M.A., Webster University

Samuel Zahran, English Instructor
B.A., North Carolina State University
M.A., North Carolina State University

INDEX

A

AC, Heating & Refrigeration Technology 67
Academic Appeals 48
Academic Calendars 6
Academic Life 31
Academic Policies 31
Academic Probation and Suspension 47
Academic Probation 36
Academic Standards 36
Academic Suspension 36
Accounting 64
ACCUPLACER 13
Admission of International Students 17
Admission of Minors 19
Admission of Special Credit Students 18
Admission of Transfer Students 19
Admission Policies and Procedures 14
Admissions 13
Admissions Decisions 46
ADN Advance Placement Option 16
Advertising & Graphic Design 65
Alumni Association 26
Ambassadors 38
Appeal of Academic Suspension 36
Appeals and Due Process 46
Approved Entry Assessments 13
Architectural Technology 69
Assessment and Evaluation of Students 13
Associate Degree Nursing 71
Associate in Arts 73
Associate in General Education 84
Associate in Science 85
Attendance Policy 33
Attendance Problems 46
Autobody Repair Certificate 89
Autobody Repair 88
Automotive Electrical/Electronics Systems Certificate 91
Automotive Engine Performance Certificate 91
Automotive Power Trains Certificate 91
Automotive Suspension Brakes and Heating/
Air Conditioning Certificate 92
Automotive Systems Technology 90

B

Baking Certificate 130
Banking and Finance 99
Basic Landscape Maintenance 160
Basic Law Enforcement Training 92
Basic Machining technology Certificate, Evening 166
Basic Office Systems Technology Certificate 175
Basic Plumbing Certificate Evening 182
Basic Skills Education, Continuing Education 55
Basic Welding Technology Certificate,
Evening/Weekend Program 200
Board of Trustees 4
Bookstore Refunds 24
Building Construction Technology 95
Business Administration 97
Business Area Programs
Accounting 64
Advertising & Graphic Design 65
Banking Certificate 99
Banking and Finance 99
Basic Landscape Maintenance 160
Basic Office Systems Technology Certificate 175
Business Administration 97
C++ Programming Certificate 120
CISCO Networking Certificate 170
COBOL Programming Certificate 120
Computer Programming 118
Computer Technologies 115
Culinary Technology 129
Electronic Commerce 100
Fire Protection Technology 152
General Occupational Technology 156
Hardware and Software Certificate 117
Horticulture Technology/Management 159
Hotel and Restaurant Management Certificate 163
Hotel and Restaurant Management 161
Human Resources Management 102
Information Systems Security 163
Marketing and Retailing 104
Medical Office Administration 167
Microsoft Networking Certificate 171
Networking Technology 169
Novell Networking Certificate 171
Office Systems Technology 174
Operations Management 106
Pantry Chef Certificate 130
Paralegal Technology 176
Postal Service Technology 183
Pre-major in Business Administration 74
Public Administration 108
Small Business Management Certificate 98
Small Business Startup Certificate 98
Visual Basic Programming Certificate 122
Web Back-Offices Certificate 197
Web Design Certificate 197
Web Management Certificate 198
Web Programming Certificate 199

C

C++ Programing Certificate 120
Cabinetmaking 95
Campus Life 26
Career Development 27
Carpentry 109
Child Care Administration Certificate 136
Child Care Development Certificate 136
Child Care Professional Certificate 137
CISCO Networking Certificate 170
Civil Engineering Technology 111
COBOL Programming Certificate 120
College Expenses 22

Community Spanish Interpreter....113
Computer Programming....118
Computer Technologies Certificate....117
Computer Use Guidelines....42
Continuing Education....55
Basic Skills Education....55
Business Services....59
Community Service....59
Emergency and Protective Services....57
FTCC Small Business Center....59
General....55
Industry Services....57
Law Enforcement Training....58
Occupational Extension Program....57
Cooperative Education....28
Cosmetology....122
Counseling Services....28
Course Descriptions....202
Course Repeat Policy and Procedures....31
Credit for Non-Traditional Learning....19
Credits....31
Crime Awareness and Campus Security Act of 1990....30
Criminal Justice Technology....123
Culinary Technology....129
Curriculum List....61

D

Dean's List....38
Dental Assisting....131
Dental Hygiene....133
Developmental Course Grading System....36
Disciplinary Action....44
Disciplinary Procedures....44
Disciplinary Sanctions....40
Dismissal....48

E

Early Childhood Associate....134
Electrical/Electronics Technology....143
Electronic Commerce....100
Electronics Engineering Technology....145
Emergency and Protective Services, Continuing Education....57
Emergency Medical Science Certificate....149
Emergency Medical Science Diploma....149
Emergency Medical Science....147
Engineering and Technical Programs
AC Heating & Refrigeration Technology....67
Architectural Technology....69
Autobody Repair Certificate....89
Autobody Repair....88
Automotive Electrical/Electronics Systems Certificate....91
Automotive Engine Performance Certificate....91
Automotive Power Trains Certificate....91
Automotive Suspension, Brakes, and Heating/Air Conditioning Certificate....92
Automotive Systems Technology....90
Building Construction Technology....95
Cabinetmaking....95
Carpentry....109
Civil engineering Technology....111
Electrical/Electronics Technology....143
EMS Bridging Program....147
Horticulture Technology/Management....159
Basic Machining Technology Certificate, Evening....166
Machining technology....165
Plumbing....181
Basic Plumbing Certificate, Evening/Weekend Program....182
Surveying Technology....194
Welding Technology....199
Basic Welding Technology Certificate, Evening/Weekend Program....200
Entry Assessment....13

F

Family Child Care Certificate....137
FTCC Small Business Center, Continuing Education....59
Faculty Advisement....29
Financial Aid....24
Financial Information....22
Fire Protection Technology in Consortium with Wilson Technical Community College....152
Fort Bragg and Pope Air Force Base Student Services....29
Frequently Used Phone Numbers....5
FTCC Purpose Statement....9
Funeral Services Education....154

G

General and Public Services Programs
Associate in Arts....73
Associate in General Education....84
Pre-major in Business Administration....74
Pre-major in Business Education and Marketing Education....75
Pre-major in Elementary Education, Middle Grade Education and Special Education....81
Pre-major in English Education....76
Pre-major in English....76
Pre-major in Health Education....77
Pre-major in History....77
Pre-major in Nursing....78
Pre-major in Physical education....78
Pre-major in Political Science....79
Pre-major in Psychology....79
Pre-major in Social Science Secondary Education....80
Pre-major in social Work....81
Pre-major in Sociology....80
Associate in General Education....84
Associate in Science....85
Pre-major in Science Degrees....73
Pre-major in Biology and Biology Education....86
Pre-major in Chemistry and Chemistry Education....86
Pre-major in Mathematics....87
Pre-major in Mathematics Education....87
Criminal Justice Technology....123

Early Childhood Associate 134
Child Care Administration Certificate 136
Child Care Development Certificate 136
Child Care Professional Certificate 137
Funeral Service Education 154
N.C. Funeral Director 155
General Competencies for FTCC Graduates 37
General Contractor's License Preparation Certificate 111
General Information 8
General Occupational Technology 156
Grades 46
Grading Procedures 34
Grievance Procedure 48

H

Hardware and Software Certificate 117
Health Area Programs
Associate Degree Nursing 71
Dental Assisting 131
Dental Hygiene 133
Emergency Medical Science 147
Healthcare Management Technology 157
Phlebotomy 179
Physical Therapist Assistant 180
Practical Nursing 185
Radiography 186
Respiratory Care 188
Speech-language Pathology Assistant 189
Surgical Technology 191
Health Services 29
Healthcare Management technology 157
History of FTCC 8
Honors and Awards 37
Horticulture Technology/Management 159
Hotel and Restaurant Management Certificate 163
Hotel and Restaurant Management 161
Human Resource Management 102

I

Information Systems Security 163
Institutional Charter and Accreditations 9
Intercurricular Transfer of Credit 19

J

Job Placement 29

L

Latent Evidence Certificate 126
Latent Evidence 126
Law Enforcement Training, Continuing Education 58
Linux Certificate 117

M

Machining Technology 165
Marketing and Retailing 104
Marshals 38
Medical Office Administration Certificate 168
Medical Office Administration 167
Microsoft Networking Certificate 171

N

N.C. Funeral director 155
NCCCS Accountability Measures 2001-2002 11
New Student Orientation 21
Nondiscrimination Statement 5
Novell Networking Certificate 171

O

Occupational Extension Program, Continuing Education 57
Off-Campus Programs 29
Office Systems Technology 174
Operations Management 106

P

Pantry Chef Certificate (Garde Manger) 130
Paralegal Technology 176
Pharmacy Technology 178
Phlebotomy 179
Physical Therapist Assistant 180
Plumbing 181
Possession of Weapons on Campus 42
Postal Service Technology 183
Practical Nursing 185
Pre-major in Biology and Biology Education 86
Pre-major in Business Administration 74
Pre-major in Business Education and Marketing Education 75
Pre-major in Chemistry and Chemistry Education 86
Pre-major in Criminal Justice 75
Pre-major in Elementary Education, Middle Grade Education and Special Education 81
Pre-major in English Education 76
Pre-major in English 76
Pre-major in Health Education 77
Pre-major in History 77
Pre-major in Mathematics Education 87
Pre-major in Mathematics 87
Pre-major in Nursing 78
Pre-major in Physical Education 78
Pre-major in Political science 79
Pre-major in Psychology 79
Pre-major in Social Science Secondary Education 80
Pre-major in Social Work 81
Pre-major in Sociology 80
President's Award, The 38
President's List 38
Program Accreditations and Associations 9
Program Prerequisites 15
Public Administration 108
Publishing Guidelines for Student Publications 26
Purpose of the Catalog 5

R

Radiography 186
Re-admission of Former Students 20

Refund Policies 23
Release of Student Information 50
Requirements for Graduation 38
Requirements for Taking Entry Assessment 13
Residency Classification for Tuition 22
Respiratory Care 189
RPG Programming Certificate 122

S

Schedule Adjustments and Withdrawals 32
Selection Criteria 15
Sexual Harassment Complaints 48
Small Business Management Certificate 98
Small business Startup Certificate 98
Smoking on Campus 44
Spring Lake Campus 29
Special Education 140
Speech-Language Pathology Assistant 190
Standards of Progress 36
Student Activities 26
Student Code of Conduct 40
Student Government Association 26
Student Grievance Policy and Procedure 48
Student Housing 30
Student Insurance 25
Student Obligations 33
Student Publications 26
Student Rights and Privacy Act 50
Student Rights 39
Student Rights, Responsibilities and Judicial Procedures 39
Student Services 27
Students with Disabilities 29
Student Records 50
Surgical Technology 192
Surveying Technology 195

T

Table of Contents 3
Teacher Associate 142
Tuition and Fees 22
Tuition Refunds 23
Tuition Waivers 24

V

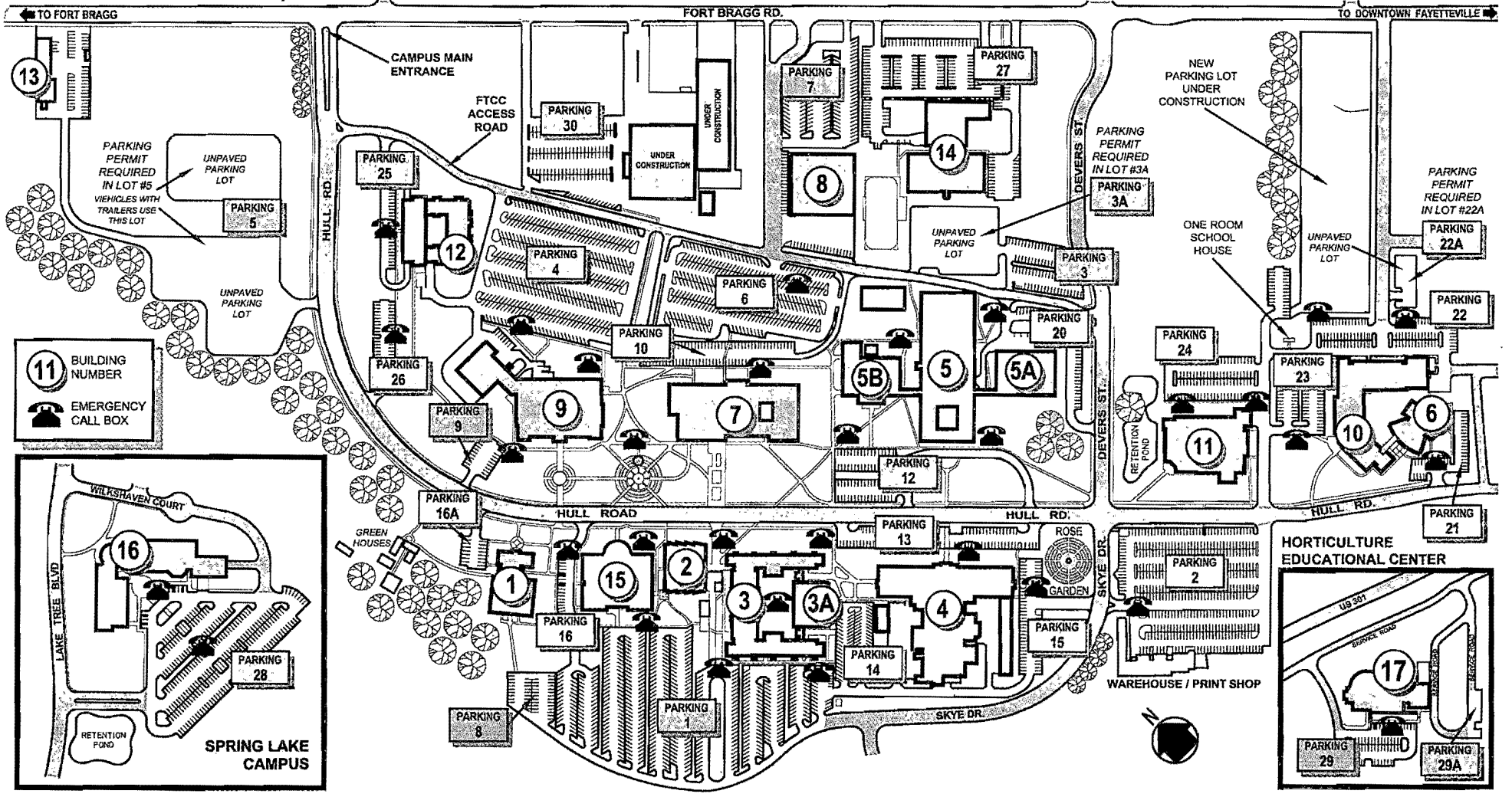
Veterans Services Office 30
Visual Basic Programming Certificate 122

W

Web Back-Office Certificate 197
Web Basics Certificate 198
Web Management Certificate 198
Web Programming Certificate 199
Welding Technology 200

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

PO Box 35236 / 2201 Hull Road, Fayetteville, NC 28303 Phone: (910) 678-8400



1. THOMAS R. MCLEAN ADMINISTRATION BUILDING
- ⇒ *President - Rm. 1*
- ⇒ *Cashier, Student Accts. - Rm. 107 & 109*

2. PAUL H. THOMPSON LEARNING RESOURCE CENTER
- ⇒ *Library Reference - Rm. 104*
- ⇒ *Library - Second Floor*

3. CUMBERLAND HALL

3A. AUDITORIUM

4. LAFAYETTE HALL
- ⇒ *Facility Services - Rm. 100A*
- ⇒ *Rose Garden Reservations - Rm. 100A*

5. HORACE SISK BUILDING
- ⇒ *Evening Office, Curriculum - Rm. 610F*

5A. CULINARY DINING - Rm 700

5B. GYMNASIUM - Rm. 801

6. NEILL CURRIE BUILDING
- ⇒ *Continuing Education Registration*
- ⇒ *Multi-Purpose Room - Rm. 7A*

7. TONY RAND STUDENT CENTER
- ⇒ *Admissions - Rm. 118*
- ⇒ *Registrar Office - Rm. 114*
- ⇒ *Financial Aid Office - Rm. 137*
- ⇒ *VA Office - Rm. 119*
- ⇒ *Counseling Services*
- ⇒ *Security - Rm. 132*

8. CENTER FOR BUSINESS & INDUSTRY
- ⇒ *Industry Training - Rm. 104*
- ⇒ *Business Training - Rm. 106*
- ⇒ *Small Business Center - Rm. 135*

9. ADVANCED TECHNOLOGY CENTER
- ⇒ *Computer Lab - Rm. 104*

10. CONTINUING EDUCATION CENTER
- ⇒ *Assessment Testing - Rm. 149*
- ⇒ *Adult Basic Education - Rm. 201A*
- ⇒ *Adult High School Diploma - Rm. 203A*
- ⇒ *GED Testing - Rm. 205*

11. HEALTH TECHNOLOGIES CENTER
- ⇒ *Dental Clinic - Rm. 102*

12. EARLY CHILDHOOD EDUCATION CENTER
- ⇒ *Day Care Center - Ground Floor*

13. AUTO BODY SHOP COMPLEX

14. CRIMINAL JUSTICE CENTER
- ⇒ *BLET Training - Rm. 7*

15. HARRY F. SHAW VIRTUAL COLLEGE CENTER
- ⇒ *NC Information Highway Classroom - Rm. 101*
- ⇒ *Institutional Advancement - Rm. 102*
- ⇒ *Audio Visual Check Out - Room 123*
- ⇒ *Success Center - Rm. 232*

16. SPRING LAKE CAMPUS
- ⇒ *Admissions & Registrar - Rm. 101*
- ⇒ *Counseling Services - Rm. 101*
- ⇒ *NC Information Highway Classroom - Rm. 119*
- ⇒ *William S. Wellons, Sr. Memorial Auditorium - Rm. 121*

17. HORTICULTURE EDUCATIONAL CENTER
- ⇒ *Multipurpose Room - Rm. 102*

REV. 03/09