

[ARCHIVED CATALOG]

CFCC 2018-2019 Catalog & Student Handbook



Cape Fear Community College

Wilmington Campus

411 North Front Street

Wilmington, North Carolina 28401-3910

(910) 362-7000

North Campus

4500 Blue Clay Road

Castle Hayne, North Carolina 28429-6114

(910) 362-7700

Burgaw Center

100 E. Industrial Drive

Burgaw, North Carolina 28425

(910) 362-7900

Alston W. Burke Center

621 NC Highway 210 E.

Surf City, North Carolina 28445

(910) 362-7930

Affirmative Action/Equal Opportunity College www.cfcc.edu

About the College

President's Welcome

Thank you for considering Cape Fear Community College! As one of the largest and oldest community colleges in North Carolina, CFCC has helped thousands of students improve their lives through education for more than half a century. At CFCC, there are many opportunities awaiting you and it is our hope that you will find a class, a program and ultimately a career path that you will find rewarding.

Our curriculum features over 50 academic and job training programs which offer two-year associate degrees along with a variety of diploma and certificate options for specialized training. Many of our programs have been recognized by national and regional accrediting agencies and other professional organizations for achieving high standards and best practices.

We take pride in our college, but more importantly, we take pride in the success of our students. Each member of our faculty and staff is here to help you reach your goal. Our class sizes are designed to be small so that students can experience individualized instruction whenever possible. In addition, there are numerous resources outside the classroom which can provide extra academic and personal support if you need it.

Our employees are experts in their fields and are the most dedicated and talented you'll find at any college or university. All of these resources are offered as part of the collective CFCC experience which is designed to help you reach your educational goal, whether it is to earn a degree, improve your job skills or prepare for a new career.

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Dr. Breeden Blackwell Fayetteville

Ms. Lisa Estep Wilmington

Mr. Dale Folwell

The Honorable Dan Forest Charlotte

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President, Student Government Association CFCC	

Mission Statement

For the North Carolina Community College System

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry.
- Services to communities and individuals, which improve the quality of life.

Adopted by the State Board of Community Colleges, October 1993; revised March 1994, April 1994; reaffirmed January 1998; revised and adopted June 1998; revised and adopted September 2006.

For Cape Fear Community College

Cape Fear Community College is an open door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties.

As a member of the North Carolina Community College System, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, pre-baccalaureate, literacy education, and continuing education programs and services;
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a highly qualified and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula and instructional strategies to serve the changing needs of the service area;
- Providing support services that help students succeed;
- Enhancing student life through clubs, cultural activities, leadership opportunities, and athletics; and
- Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

Approved by the CFCC Board of Trustees, March 23, 1995; revised January 18, 1996; revised November 19, 2003; reaffirmed January 26, 2006; reaffirmed September 10, 2010, reviewed September 2015.

Vision Statement

"Cape Fear Community College: Building a future-oriented world-class workforce and a community of lifelong learners in partnership with regional businesses and agencies. Imagine the possibilities!"

Approved by the CFCC Board of Trustees, March 26, 1998.

About the College

Cape Fear Community College is a comprehensive community college that offers education and training services through numerous (1) **TECHNICAL/VOCATIONAL CURRICULA** in such broad areas as health care, business, engineering technologies, computer sciences, architecture/construction/interior design, law enforcement and numerous other fields, (2) **COLLEGE TRANSFER/UNIVERSITY PARALLEL** studies in the freshman and sophomore years of baccalaureate programs, and (3) a host of **CONTINUING EDUCATION** programs that can be broadly clustered into such categories as Basic Skills (including Adult High School and GED, among other programs), Occupational Extension (custom-designed training related directly to the in-service training needs of various professions), and Community Services/Self-Supporting classes that may include a wide range of vocational interests.

The core of the College's mission is world-class workforce development.

CFCC is one of fifty-eight institutions comprising the North Carolina Community College System. The North Carolina Community College System and its constituent institutions operate in accord with legislation enacted by the North Carolina General Assembly and as contained in Chapter 115D of the North Carolina General Statutes. Governance of Cape Fear Community College is further defined by policies, rules, and procedures as promulgated in accord with state and federal laws by the North Carolina State Board of Community Colleges, the Cape Fear Community College Board of Trustees, and College officials.

Cape Fear Community College's official service area includes New Hanover and Pender counties. CFCC's Wilmington campus is located in downtown Wilmington and the North Campus is located in Castle Hayne. CFCC offers classes at the Burgaw Center and at the Alston W. Burke Center in Pender County. Several CFCC technical and vocational programs are unique to southeastern North Carolina and to the state as a whole, and the College therefore serves as a regional provider of workforce training. The number of different students annually enrolling at the College typically exceeds 27,000.

Note

The catalog and handbook are published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the North Carolina State Legislature, the North Carolina Community College System, or by local conditions may make some alterations in curricula, fees, etc., necessary.

Non-discrimination Policy

Cape Fear Community College, its faculty and staff, and the Board of Trustees are committed to equality of educational opportunity. The College does not discriminate against applicants, students, or employees. Moreover, the College is committed to cultural diversity and actively seeks larger numbers of minorities within the College community. This policy applies to both students and employees at all levels of the College's operations.

Institutional Accreditation

Cape Fear Community College is accredited by the Commission on College of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern

Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Cape Fear Community College.

Cape Fear Community College (CFCC) provides the above information to enable interested constituents (1) to learn about the accreditation status of CFCC, (2) to file a third-party comment at the time of CFCC's decennial review, or (3) to file a complaint against CFCC for alleged non-compliance with a standard or requirement. The Commission on College's should be contacted only if there is evidence that appears to support Cape Fear Community College's significant non-compliance with a requirement or standard. Otherwise, the Commission on College's website provides membership information and accreditation status of its members at www.sacscoc.org. All other inquiries about Cape Fear Community College should be addressed directly to the college and not to the Commission on College's office.

Member Of

Cape Fear Community College is a member institution of the North Carolina Community College System, the League for Innovation in Community Colleges, and the American Association of Community Colleges.

Accreditations and Certifications of Select Programs

Associate Degree Nursing: Accreditation Commission for Education in Nursing, Inc. (ACEN). The address and telephone number of Accreditation Commission for Education in Nursing, Inc. is 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000.

Cardiovascular Sonography: The CFCC Medical Sonography Program - Cardiac Concentration is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography. The CAAHEP address is 25400 US Highway 19 N., Suite 158 Clearwater, Florida 33763 Phone: [727-210-2350](tel:727-210-2350)

Criminal Justice Technology: The North Carolina Criminal Justice Education and Training Standards Commission. The address and telephone number of the North Carolina Criminal Justice Education and Training Standards Commission is NC Criminal Justice Standards Division, NC Department of Justice, 1700 Tryon Park Drive, Raleigh, NC 27610; PO Drawer 149, Raleigh, NC 27602-0149, (919) 661-5980.

Dental Assisting: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (800) 621-8099 or (312) 440-4653.

Dental Hygiene: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653. The dental hygiene program is accredited without reporting requirements.

Early Childhood Education: National Association for the Education of Young Children (NAEYC), NAEYC Accreditation Early Childhood Higher Education Programs, 1313 L Street NW, Suite 500, Washington DC 20005-4101, (202) 232-8777 or (800) 424-2460.

Medical Sonography: The CFCC Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography. The CAAHEP address is 25400 US Highway 19 N., Suite 158 Clearwater, Florida 33763. Phone: 727-210-2350.

Nurse Aide Level I: The North Carolina Department of Health and Human Services (DHHS), Health Care Personnel Education and Credentialing Section. The address and telephone number for the DHHS, Health Care Education and Credentialing Section is 2709 Mail Service Center, Raleigh, NC 27699-2709, (919) 855-3969. The NC DHHS website is www.ncnar.org.

Nurse Aide Level II: The North Carolina Board of Nursing (NCBON). The address and telephone number of the North Carolina Board of Nursing is P. O. Box 2129, Raleigh, North Carolina, 27602, (919) 782-3211. The NCBON website is www.ncbon.org.

Occupational Therapy Assistant: The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, (301) 652-AOTA, www.acoteonline.org.

Pharmacy Technology: The American Society of Health System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD, 20814, (301) 657-3000, www.ashp.org.

Phlebotomy: The National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, (773) 714-8880.

Practical Nursing: The North Carolina Board of Nursing, PO Box 2129, Raleigh, NC 27602, (919) 782-3211, www.ncbon.org.

Radiography: Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

Surgical Technology: The Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, (303) 694-9262.

ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY CAPE FEAR COMMUNITY COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, PHYSICAL HANDICAP, OR OTHER NON-RELEVANT FACTORS.

Academic Information

Academic Program Change

Students who desire to change from one academic program to another must see a Counselor to complete a Change of Program form. The counselor will evaluate program requirements and prerequisites and advise the student of any academic deficiencies. Prior to March 2018, incoming transcripts were evaluated for specific majors. Beginning in March 2018, CFCC began to transfer in all courses that meet our transfer criteria. If a transcript was evaluated prior to March 2018 and the student is requesting to change their major, they will need to see a counselor to change their major and have their transcript re-evaluated. Students should complete this process prior to any registration period.

Academic Program of Study

A Program of Study is a specific or specialized academic field. Students seeking a degree, diploma or certificate are enrolled in a program of study. All programs of study/curriculum programs can be found in our online catalog.

Attendance Policy

College instruction is designed for students to learn by way of class attendance, and regular attendance is a key to academic success. Attendance is based on class meetings and calculated from the first class meeting, not based on when the student enrolls in the class. Students are expected to punctually attend all class sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Students who have not attended at least once by the 10 percent date of the class may be administratively dropped as a "No Show." No-Show students will be removed from the class roster and will not be allowed to continue in the class.

Within their respective departmental guidelines, instructors are responsible for stating their own course attendance and tardiness requirements on course syllabi distributed at the beginning of the academic term. It is the student's responsibility to know and understand the attendance requirements for each instructor and to understand how attendance in class might affect his or her final grade. Regardless of how attendance is used in grading, faculty are required to keep a timely record of attendance for each student through the end of the semester using a college approved record keeping software.

Attendance in online (Internet and Hybrid) courses is measured not only by completion of an initial enrollment verification assignment (within the first 10% of the semester) but also by completion of the required coursework and/or online participation, as defined by the instructor on the course syllabus. In Hybrid courses, students MUST meet on the required meeting dates specified by the instructor (first class meeting, lab, etc.). See www.cfcc.edu for course information.

Special note to Marine Technology students: Students in the Marine Technology curriculum are at times involved in cruises on the ship that might take place during a holiday or semester break during which time students are normally off. When such occurs, students must participate in the cruise.

Veteran/Active Duty Military Attendance Policy

CFCC recognizes the unique situations that veteran/active duty students of the US Armed Forces and National Guard sometimes face which can affect their attendance. If a veteran/active duty military student receives orders for unexpected short-term deployment or training, or for medical appointments and/or hospitalization due to service related injuries, absences that result from these orders or appointments will not count toward the total number of absences allowable per the attendance policy of each class in which that student is enrolled.

A student seeking an excused absence should first present military orders and/or medical documentation from an approved provider (Military Hospitals, Veterans Healthcare Administration, and/or Veterans Choice Program) in relation to service-connected injuries to the Director of Veteran's Affairs, to be shared with the respective department chair and the student's instructor. CFCC will adhere to the Excused Absence for Military Service policy, prescribed by the State Board of Community Colleges (SBCCC.500.1), for those service members forward deployed or in training, contingent upon orders submitted to the Director of Veteran's Affairs.

The college acknowledges that some classes, such as biology and clinicals in allied health programs, have unique content; it may not be possible for a student to receive an extension on the assignments in these courses.

We also recognize that there will be unique cases that will require the exercise of sound judgment. Instructors, department chairs, and the Director of Veteran Affairs will collectively discuss these cases to determine the best way to assist veteran/active duty students in completing their course of study.

Students who are currently serving in the Guard/Reserve must adhere to the College's No Show policy by attending all of their classes before the deployment or training begins. Students unable to attend class on or prior to the census date (10% point of class) should register for another class session when available.

Religious Observance Notification

Students will be allowed two days of excused absence each academic year for religious observances required by the faith of the student. Students are required to provide written notice of the request for an excused absence by completing the Religious Observance Absence form available in Student Services and Enrollment Management. The completed form must be submitted to the Vice President for Student Services and Enrollment Management or his/her designee a minimum of ten (10) school days prior to the religious observance. The Vice President for Student Services and Enrollment Management or his/her designee will notify the instructor within three (3) school days of receiving the request. Students will be given the opportunity to make up any tests or other work missed due to the excused absence and should work with their instructors in advance of the excused absence to delineate how to make up the missed coursework (N.C.G.S. 115D-5).

Catalog of Record

Students are expected to meet the catalog requirements in effect at the time of their enrollment in to a curriculum program. Anyone not in continuous enrollment for more than one semester (not counting summer) will be readmitted under the requirements of the current catalog. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program. A student's academic advisor can recommend substitution of courses with adequate cause. Substitutions must have written approval from the instructor, department chair, and the dean.

Most courses can be counted for credit toward graduation for an indefinite period of time. Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

College Closings or Delays

In the event of inclement weather, Cape Fear Community College may close or delay classes depending on the weather forecast and local conditions. All official college closings and delays will be posted on the college web site at www.cfcc.edu, myCFCC online portal, the CFCC Emergency Information Hotline (877) 799-2322, and through the local news media. Students who subscribe to the text messaging alert system through CFCC

online portal will be notified of closings and delays through text messages. Students are encouraged to familiarize themselves with these resources as soon as possible.

Inclement Weather

While the College makes every effort to provide a safe environment on campus, the College does not take responsibility for student safety while traveling to and from campus. During periods of inclement or hazardous weather, students must use their best judgment when deciding to come to class. College officials do not expect students to take extreme risks to their personal safety to attend class. However, if a student chooses not to come to class due to inclement weather when the college is open, the student will be counted as absent in accordance with the attendance policies for that student's class(es). Classes that are cancelled due to inclement weather may, at the discretion of a class's instructor, be made up using the online or web-assisted components of those classes to deliver instruction.

Credit by Proficiency

For selected courses, students may request credit by proficiency examination for previous experience or training. The student must be currently enrolled at CFCC and **must not have enrolled in the course prior to taking the proficiency exam**. The student must request the Credit by Proficiency Application from the Registrar and have it approved by the department chair in order to challenge the course. Students may challenge a course only once. Students successfully passing a proficiency exam will receive credit for the course as a "CR" (credit for record). Credit by Proficiency does not usually transfer. CLEP and AP exams (see below) may be used in lieu of proficiency exams.

CLEP - College Level Examination Program®

The College-Level Examination Program® or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses.

CFCC may grant credit in appropriate courses on the basis of CLEP examination results. The following guide describes the cutoff scores and credits that may be earned through the CLEP. *Credit may be awarded for other CLEP tests not listed.* Students should submit official CLEP scores and meet with a counselor in Student Services and Enrollment Management prior to registration for possible credit and proper course placement.

	CFCC	Credit Min.	
Examination	Course	Hours	Score
Accounting	ACC 120	4	50
Biology	BIO 110	4	50
Chemistry	CHM 151+lab	4	50
Information Systems & Computer Applications	CIS 110	3	50
Prin. Of Public Speaking	COM 231	3	50

Prin. Of Microeconomics	ECO 251	3	50
Prin. Of Macroeconomics	ECO 252	3	50
College Com position	ENG 111 & ENG 112	6	50
College Comp Modular	ENG 111	3	50
Analyzing & Interp. Lit.	ENG 131	3	50
English Literature	ENG 241	3	50
American Literature	ENG 231	3	50
Western Civ. I	HIS 121	3	50
Western Civ. II	HIS 122	3	50
History of U.S. I	HIS 131	3	50
History of U.S. II	HIS 132	3	50
Humanities	HUM 211	3	50
College Algebra	MAT 171	4	50
Calculus	MAT 271	4	50
Precalculus	MAT 171 & MAT 172	8	50
Prin. of Marketing	MKT 120	3	50
American Government	POL 120	3	50
Intro. Psychology	PSY 150	3	50
Human Growth and Development	PSY 241	3	50
Educational Psy.	PSY 263	3	50
Introductory Sociology	SOC 210	3	50
French	FRE 111 & FRE 112	6	50
	FRE 211	*9	59
German	GER 111 & GER 112	6	50
	GER 211	*9	60
Spanish	SPA 111 & SPA 112	6	50
	SPA 211	*9	63

*Students achieving the cutoff score for 211 are also given credit for 111 and 112.

AP[®] - Advanced Placement

CFCC may grant credit in appropriate courses on the basis of AP® examination results. The following guide describes the cutoff scores and credits that may be earned through AP®. Credit may be awarded for other AP tests not listed. Students should submit official AP® scores prior to registration for possible credit and proper course placement.

CFCCredit			
Examination	Score	Course	Hours
Art History	3	ART 114	3
Art 2D Design	3	ART 121	3
Art 3D Design	3	ART 122	3
Biology	3	BIO 111 & BIO 112	8
Chemistry	3	CHM 151 & CHM 152	8
Computer Science A	3	CIS 115	3
Microeconomics	3	ECO 251	3
Macroeconomics	3	ECO 252	3
English Lang & Comp	3	ENG 111 & ENG 112	6
Eng Lit & Comp	3	ENG 111 & 113	6
Environmental Science	3	ENV 110	3
French Language	3	FRE 111 & FRE 112	6
French Language	4	FRE 111 & FRE 112 FRE 211 & FRE 212	12
German Language	3	GER 111 & GER 112	6
German Language	4	GER 111 & GER 112 GER 211 & GER 212	12
Human Geography	3	GEO 112	3
World History	3	HIS 111 & HIS 112	6
European History	3	HIS 121 & HIS 122	6
US History	3	HIS 131 & HIS 132	6
Latin	3	LAT 111 & 112	6
Statistics	3	MAT 152	4
Calculus AB	3	MAT 271	4
Calculus BC	3	MAT 271 & MAT 272	8

Music Theory	3	MUS 121	4
Physics I	4	PHY 151	4
Physics C-Mechanics	3	PHY 131	4
Physics C-Elec/Mag	3	PHY 132	4
Physics B	3	PHY 151 & PHY 152	8
US Gov/Politics	3	POL 120	3
Comp.Gov/Politics	3	POL 210	3
Psychology 3	3	PSY 150	3
Spanish Language	3	SPA 111 & SPA 112	6
Spanish Language	4	SPA 111 & SPA 112 SPA 211 & SPA 212	12

IB (International Baccalaureate)

Students may receive credit by examination for achieving acceptable scores on the High Level (HL) IB International Baccalaureate examinations. Official test scores should be sent to the registrar's office for evaluation prior to registration for possible credit and proper course placement. CFCC only accepts certain exams of the "High Level."

DSST (DANTES Subject Standardized Tests)

Students may receive credit by examination for achieving acceptable scores on the DSST (DANTES Subject Standardized Tests). Students should submit official DSST scores prior to registration for possible credit and proper course placement.

Credit for Prior Learning Experiences

In some circumstances, students may be eligible to receive academic credit for non-credit learning experiences. Examples of non-credit learning experiences include Continuing Education classes and programs, military education and training, industry-recognized certifications, and certain apprenticeship programs. A student may only petition for the conversion of non-credit learning experiences to academic credit for courses in the student's declared curriculum program of study. No more than 25% of a student's curriculum program credits will be awarded through the conversion of non-credit learning experiences. CFCC reserves the right to require documentation supporting the equivalent quality of the learning outcomes, instructional content, and instructor qualifications of any non-credit learning experiences for which a student petitions conversion to academic credit. CFCC will also require documentation that a student satisfactorily completed within the last five years any non-credit learning experiences for which the student petitions credit conversion. CFCC's Chief Academic Officer must approve each student petition for

credit conversion. Students who feel they may be eligible for the conversion of non-credit learning experiences to academic credit should contact their academic program's director for additional information.

Educational Partnerships

Cape Fear Community College and its partners work together to provide a variety of academic, cultural, and work-based experiences designed to enhance the educational experience of students and improve the quality of life for local residents.

Partnerships with Business and Industry

Work Based Learning

CFCC partners with local business and industry to offer students on-the-job training opportunities through Work Based Learning. Participating students may earn college credit using a approved work experience(s) specifically related to their educational program goals. Work Based Learning classes include WBL110, WBL111, WBL112, WBL115, WBL121, WBL125, and WBL131. Employers and organizations interested in having a Work-Based-Learning student are urged to contact the Dean of Career and Technical Education at 910-362-7009 and see our web page: <http://cfcc.edu/wbl/>.

Student Enrollment Criteria: To qualify for one of these classes, students must meet the following criteria:

- Must be at least 18 years old. Students under 18 years old may participate if they have approval from the college and worksite. They must also complete an online NCDOL Youth Employment Certificate. The responsibility for filing the certificate lies with the employer.
- Must be enrolled in a program that offers WBL courses.
- Transcripts or degree audit must be attached with your application.

Please Note: Individual programs may have additional requirements for enrolling in a Work-Based-Learning work experience course.

Registration Process: To register for a Work Based Learning course, a student must submit an application directly to the WBL instructor. After the college has approved the application, the student may register using WebAdvisor/Student Planning or through his/her academic advisor during the registration period. A Work Based Learning application is required each semester the student plans to enroll. The application is available online (<http://cfcc.edu/wbl/>).

Please note: Work-Based-Learning courses may not transfer to four-year institutions. Students should always check with the receiving college or university to verify transferability of any course. The college reserves the right to limit work-based-learning experiences based on the appropriateness, applicability, and location of the position.

For more information, please see the Work Based Learning Web page: <http://cfcc.edu/wbl/> or contact the Dean of Career and Technical Education at 910-362-7009 or your lead instructor (AAS programs only).

Partnerships with Community Agencies

Service Learning

CFCC partners with local community service-based agencies to provide students enrolled in select classes the opportunity to complete service learning activities to fulfill requirements for a course project. The goal of service learning is to integrate into an assignment meaningful community service activities that help students better understand the course content. These activities should:

- Provide opportunity to apply ideas and theories learned in class to a reflective, service-based experience;
- Help students become more interconnected with the community through their contributions.

For more information about service learning projects at CFCC, please see our web page:
<http://www.cfcc.edu/ServiceLearning>.

History Teaching Alliance

The History Teaching Alliance (HTA), a partnership between CFCC, UNC-Wilmington, high schools, and local public historical sites and organizations, coordinates events designed to appeal to the intellectual curiosity of history educators and students. For more information about the HTA, please see our Web page:
<http://cfcc.edu/blogs/hta/>.

Partnerships with Four-Year Institutions:

CFCC partners with public and private North Carolina four-year colleges and universities to provide a clear pathway from associate degree coursework to baccalaureate studies.

Statewide Comprehensive Articulation Agreements: The following transfer articulation agreements between North Carolina community colleges and North Carolina colleges and universities provide qualifying AA, AE, AS, and AFA graduates clear guidelines for transferring from CFCC to a four-year college or university in North Carolina:

- The North Carolina Comprehensive Articulation Agreement between North Carolina community colleges and North Carolina public universities.
- The Uniform Articulation Agreement between the University Of North Carolina Baccalaureate Engineering Programs and North Carolina Community College System Associate in Engineering Programs.
- The Independent Comprehensive Articulation Agreement between North Carolina community colleges and 24 North Carolina independent colleges and universities.

Bilateral Agreements: CFCC and select UNC institutions have bilateral agreements that provide qualifying graduates of AA, AS, and some AAS programs a pathway for transferring coursework into a four-year degree.

Select AAS programs:

- Qualifying graduates have the opportunity to transfer to UNC-Pembroke and earn a Bachelor's of Interdisciplinary Studies through online learning courses or face-to-face courses that UNC-Pembroke offers on the campus of CFCC.
- Qualifying graduates have the opportunity to transfer in to UNC-Wilmington's Education of Young Children bachelor's program.
- Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

AA and AS (college transfer) programs:

- **CFCC and UNCW Bilateral Agreement:** Qualifying graduates have assured acceptance into UNC-Wilmington, provided graduates have completed the UNC-Wilmington application process and met all criteria stipulated in its bilateral agreement with CFCC. Graduates are admitted to UNC-

- Wilmington on a space-available basis; spring applicants may be deferred to the FALL SEMESTER. If space is not available.
- CFCC and NC Wesleyan College Bilateral Agreement: Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

For more information, refer to the "College Transfer General Information and Articulation Agreements" section of this handbook and see our Web page: <http://cfcc.edu/partnerships/>.

C-STEP

The Carolina Student Transfer Excellence Program (C-STEP) is a partnership between Cape Fear Community College and the University of North Carolina at Chapel Hill made possible by a grant from the *Jack Kent Cooke Foundation*. The goal of C-STEP is to identify high-achieving, low-to moderate-income students who would not otherwise attend a selective college or university; to enroll these students in the Associate in Arts/Science program at one of the partnering community colleges; to mentor these students through successful completion of an Associate degree (AA/AS); to transfer these students, as juniors, to UNC-Chapel Hill; and to support their successful completion of a baccalaureate degree. Students who successfully complete their Associates degree (AA/AS), and remain in good standing with the C-STEP program are guaranteed eventual admission to the University of North Carolina - Chapel Hill. Students who are interested in the program should contact the program Liaison via email - cstep@cfcc.edu

Independent Study

CFCC provides the opportunity for students to pursue, on an individual basis, subjects in the students' major area of study. Independent study is not intended, nor will it be allowed, as a substitute for existing courses as listed in the schedule of classes. If the student is preparing to complete the last full semester of study prior to graduation and the college is unable to offer a major course required for a degree, independent study may be considered. In an independent study arrangement, the student first seeks approval from the respective department chair who then works to identify an instructor to supervise the study. The chair will contact the student to let them know if there is an instructor available to supervise the study. The student then meets with the instructor. The instructor provides for a course outline and discusses course requirements and expectations with the student. The instructor then notifies the appropriate chair who authorizes scheduling of the course. The number of credits may vary. Current tuition rates apply, as do standard grading policies. Independent study opportunities are for students who:

- are currently enrolled in classes at CFCC
- have earned a 2.0 or higher cumulative GPA
- have completed 12 credits in their major program of study
- have met the pre-requisites and/or co-requisites of the course proposed for independent study

Independent study courses are subject to the consent of the department chair and the availability of qualified instructors. Courses are run by semester and all work must be completed within the semester dates. Only one (1) course taken as independent study may be applied toward an associate degree, diploma, or certificate.

North Carolina High School to Community College Articulation Agreement

Through an agreement between the North Carolina State Department of Public Instruction and the North Carolina Community College System, high school graduates are eligible to receive CFCC credits for certain

courses upon presentation and evaluation of a high school transcript. Courses eligible for CFCC credit can be found in the articulation agreement. Copies of the agreement are located in the offices of high school counselors. Award of credit will only be given for courses that are required in a student's CFCC program of study. Criteria to award college credit:

- Students must enroll at the community college within two years of their high school graduation date.
- A grade of "B" or higher is required for the course.
- A raw score of 90 or higher is required on the standardized Career and Technical Education (CTE) post-assessment score report.

Any student wishing to receive credit should submit both an official high school transcript and CTE post-assessment score report. The Registrar's Office should then be contacted for transcript evaluation.

Grades

Grading and Grade Point Averages

Grading is done by the traditional method of "A" through "F." Grades are assigned a numerical value when determining a student's Grade Point Average (GPA).

Grading System

Quality Points

<u>Grade</u>	<u>Significance</u>	<u>Per Semester Hour</u>
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	n/a
W	Official Withdrawal	n/a
XF	Unofficial Withdrawal	0
AU	Audit	n/a
SR	Senior Audit	n/a
CR	Credit by Proficiency Exam	n/a
CT	Credit by Transfer	n/a
PA	Passing (remedial courses only)	n/a

PB Passing (remedial courses only)n/a

PC Passing (remedial courses only)n/a

R Repeat (remedial courses only) n/a

Grading Scale

The College grading scale is:

A=92 -100

B=84 -91

C=76 -83

D=68 -75

F=0 - 67

Translating Course Grades into GPA

By taking the number of semester hours assigned to a course and multiplying them by the value of the grade, you determine the grade points for each course attempted. Example: If you take five courses that are assigned a total of 18 semester hours, you may determine your GPA in the following manner:

Semester Times				
		Hours	Grade Equals	
<u>Course</u>	<u>Grade</u>	<u>Attempted</u>	<u>Value</u>	<u>Quality Points</u>
1	B	2	X3	=6
2	A	6	X4	=24
3	C	4	X2	=8
4	B	3	X3	=9
5	F	3	X0	=0
TOTALS		18		47

Divide the total number of hours attempted into the total quality points and that will give you your GPA; in this case 2.61 is the GPA.

Final Grades

Final grades will be available through WebAdvisor/Student Planning for students after the end of each academic session. Course grades, along with semester and cumulative grade point average (GPA), will be displayed. Grade reports are no longer printed and mailed to students.

Incomplete Grades

An incomplete (I) will be given only when circumstances justify additional time to complete the course. Students must contact the instructor to request an Incomplete Grade. When an incomplete is granted, the course requirements must be completed within six weeks of the beginning date of the next academic session. Incompletes (I) not finalized within the appropriate time frame will convert to an "F". Exceptions may be made by the Vice President for Student Services and Enrollment Management.

Course Repeat Policy

Courses that are repeated fall into three different categories:

1. Courses with an earned grade of "C" or better may be repeated two times.
2. Courses with an earned grade of "D," "F," "W," "WP," "XF," or "WF" may be repeated until successfully completed.
3. Audit courses may be repeated a maximum of two times.

When a course has been repeated, the higher grade will be used in the Grade Point Average (GPA) calculation. Lower grades will be removed from GPA calculation; however, these grades will continue to appear on the academic transcript.

Students who receive veteran benefits or financial aid should be advised that they may not receive funds for repeating courses which they have already passed.

Also, students who have received a degree from CFCC should be advised that the policy will not apply to courses which were taken to fulfill previous graduation requirements. A final student GPA is computed at the time of graduation, and this GPA may not be recalculated as courses are repeated.

Academic Forgiveness

Students may request in writing to the Registrar to have previous credits exempt from calculation in their cumulative grade point averages. Academic forgiveness is designed to assist returning students with low grades to have a fresh start upon re-enrolling after having at least a three year period of non-enrollment at CFCC. Prior to evaluation for academic forgiveness, the student must be re-admitted to the college, register and successfully complete the first semester of course work at the 100 level or above with a GPA of 2.0. Exceptions may be made by the Vice President for Student Services and Enrollment Management.

Grades which may be disregarded from students' grade point averages are "F," "XF," "WF," and "NC."

Students granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as forgiven.

Academic forgiveness will be granted only one time and must be completed before graduation from a Cape Fear Community College Program.

Grades that are included in academic forgiveness are not exempt from academic progress relating to financial aid and VA educational benefits.

Academic forgiveness has no bearing on any other institution or how they calculate grade point averages.

Note: The three year period of non-enrollment starts the term after the last enrollment and goes for three years or nine full terms, For example, if the student stops attending after the Spring term, they must not be enrolled for nine full terms, Summer, Fall, Spring, Summer, Fall and Spring, Summer, Fall, Spring. The next Summer (or after) would be the term that they could return, achieve a 2.0 or higher, and then submit for academic forgiveness for courses that were taken prior to the non-enrollment.

Grade Appeal Procedure

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to final grades where the student believes he/she is being treated unfairly or arbitrarily.

Procedure

Step 1. The student with the conflict must first discuss the issue with the class instructor to attempt to resolve the difference. Every reasonable effort should be made to resolve the matter at Step 1. This initial conference must occur within fifteen (15) week days of the beginning of the subsequent school term. The instructor must notify his/her department chair of the grade appeal and provide written documentation.

Step 2. If a satisfactory resolution is not reached at Step 1, the student may contact the department chair seeking resolution. The student must contact the chair within ten (10) weekdays of the conference with the instructor. The department chair will seek equitable resolution by conferring with both the student and the instructor.

Step 3. If the student continues to be dissatisfied, he/she may, within five (5) weekdays of the date of notification of Step 2, file a written notice with the instructional dean responsible for the course in question. The dean will review and evaluate the conflict to determine what action, if any, should be taken to resolve the conflict. Written notification of that determination will be sent to the student within fifteen (15) weekdays of receipt of student's written notice.

Step 4. If the student is dissatisfied with the outcome of Step 3, he/she may file a written grade appeal with the Vice President for Student Services and Enrollment Management. Within ten (10) weekdays of receipt of the written appeal, the Vice President for Student Services and Enrollment Management will convene the Academic Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the issue. The Vice President for Student Services and Enrollment Management will then notify, in writing, the student, the dean, the department chair, and the instructor of the Academic Subcommittee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Academic Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Students dismissed from the clinical area in Health Sciences and Nursing programs will follow the appeals process outlined in the program student handbook.

Satisfactory Progress Standards

Each student is expected to make satisfactory progress toward obtaining the degree, diploma, or certificate he/she has declared. The cumulative grade point average is reviewed at the end of each semester to

determine whether the student has made the expected progress. The minimum cumulative GPA for remaining in good standing is a 2.0.

Academic Warning and Probation

Students whose cumulative grade point averages fall below Satisfactory Progress Standards (Cumulative 2.0 GPA) for any given semester will be placed on an academic warning for the following semester. The notice of the warning will be sent to the students and their faculty advisor for documentation only. Students on an academic warning are encouraged to access CFCC resources including the Learning Lab, Counseling, enrolling in ACA 111 or ACA 122, advisors, Disability Support Services, and/or Career Services.

Students on academic warning whose cumulative grade point average remains below the Satisfactory Progress Standards (Cumulative 2.0 GPA) for the subsequent semester will be placed on academic probation for the upcoming semester. Students and their faculty advisors will be notified of the academic probation. In addition, during the fall and spring semesters, students on academic probation may register for a maximum of ten (10) credit hours after meeting with their faculty advisor and/or a counselor to ensure academic success. During the summer session, students on academic probation may register for one course per session but not more than two for the entire summer semester.

Furthermore, students on academic probation whose cumulative grade point average remains below the Satisfactory Progress Standards (Cumulative 2.0 GPA) in any subsequent semester thereafter will remain on academic probation until the satisfactory progress standard (Cumulative 2.0 GPA) is met. Students on academic probation are encouraged to repeat courses in which they received a failing grade, and may register for a maximum of six (6) credit hours per semester after meeting with their faculty advisor and/or a counselor to ensure academic success. Students will remain on academic probation with limited credit hour enrollment until their cumulative GPA reaches 2.0.

Students receiving financial aid must maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement, and all attempted hours will be included in the calculation of maximum time frame.

Academic Integrity / Cheating and Plagiarism

Cheating is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; or the altering of any grade or academic record. Plagiarism includes submitting as one's own work or creation of any kind that which is wholly or in part created by another. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of an author's sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism. When a faculty member observes cheating or acts of plagiarism on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who has been observed cheating or plagiarizing that he/she will receive a grade of "F" on the assignment or "F" in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the student accepts a grade of "F" on the assignment, the student may remain in the class.
2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the department chair, the dean, and the Vice President for Student Services and Enrollment Management within ten (10) weekdays from the time the incident was discovered.

Right of Appeal

To initiate an appeal of an action taken in response to a violation of academic integrity, the student must submit a written appeal to the Vice President for Student Services and Enrollment Management within ten (10) weekdays after being notified of the action. The Vice President for Student Services and Enrollment Management will present the appeal to the Academic Subcommittee of the Judicial Board within ten (10) weekdays.

The committee will provide written notification to the Vice President for Student Services and Enrollment Management of its decision. The Vice President for Student Services and Enrollment Management will then notify the student, faculty, department chair, and dean of the committee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Academic Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Graduation

Requirements for Graduation

To receive the Associate in Applied Science Degree, Associate in Arts Degree, Associate in Fine Arts Degree, Associate in Science Degree, Diploma or Certificate, a student must maintain satisfactory grades in all laboratory and class subjects and a cumulative grade point average of at least 2.00 (students must earn a minimum of 25 percent of credit hour requirements at Cape Fear Community College).

Computer Competency

All CFCC degree graduates must demonstrate basic computer competency. Students in programs that require specific computer coursework may demonstrate their competency by successfully completing the computer class that has been designated in their program. Students in programs that do not require specific computer coursework will need to pass the Computer Competency Test offered through the Learning Lab (second floor, Health Sciences/Learning Resource Center Addition). Results will be forwarded to the Office of the Registrar and added to the student's academic record prior to graduation. Students may acquire basic computer instruction by successfully completing the computer class that has been designated in their program.

Students may demonstrate computer competency in one of the following ways: take the Computer Competency Test in the Learning Lab, or take a college transfer computer course: CIS 110, or CIS 115, or CSC 151. CIS 111 may be used to satisfy the computer competency requirement, but it is not a College Transfer course.

Information and help for students electing to take the Computer Competency Test through the Learning Lab may be found at <http://cfcc.edu/learninglab/>. Additional help may be found at <http://www.gflearnfree.org/office2013>. Students are advised to prepare for the test through materials found on these pages.

Intent to Graduate

Candidates for graduation must file an Intent to Graduate in WebAdvisor and complete the Graduating Student Opinion Survey by the following dates:

Academic Year 2018-2019

- Fall-Friday, November 2, 2018
- Spring-Friday, March 15, 2019
- Summer-Friday, June 14, 2019

Commencement exercises are held following the spring semester and at the end of the summer session.

Students who graduate in December are invited to participate in the May commencement exercises.

Upon graduation, a student's Program of Study will end. Therefore, students must contact the counseling offices to declare a new Program of Study if they plan to continue enrollment at CFCC.

Graduation Honors

President's Award

Graduating students who have achieved an "A" average, defined as a cumulative grade point average of 4.0, by the end of the term preceding graduation are recognized each year at commencement exercises for academic excellence. Courses numbered below the 100 level are not used to determine Graduation Honors.

Departmental Honors

Students who have demonstrated outstanding leadership, a attitude and ability will be awarded Departmental Honors. Recipients for these awards are selected by lead instructors in cooperation with appropriate faculty.

Graduation Needs

Orders for caps, gowns and class rings will be accepted by a company representative during announced dates. Students who anticipate graduating at the close of spring or summer academic sessions will be provided a limited number of commencement announcements. Students completing graduation requirements at the close of the fall academic session will be invited to participate in the May ceremony.

Academic Honors

Academic Honors are calculated at the end of each term in which a student is enrolled and become part of the student's permanent academic record. Courses numbered below the 100 level are not used to determine Academic Honors.

President's List

Full time students (12 or more credit hours during fall and spring semesters and 9 or more credit hours in the summer semester) who have earned a grade point average of 4.00 will be placed on the President's List.

Dean's List

Full time students (12 or more credit hours during fall and spring semesters and 9 or more credit hours in the summer semester) who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Dean's List.

Honors List

Honors list students are part time, have completed at least 4 credit hours and earned a grade point average of 3.50 with no grade lower than a "C". Part time is 11 credit hours or less during the fall and spring semester and 8 or less during the summer semester.

myCFCC

myCFCC is a web-based portal that links all aspects of campus life to create a community environment. It provides services such as e-mail, campus announcements, message boards, calendars, and discussion groups. Accounts are created upon acceptance to the College. Students are encouraged to check myCFCC on a regular basis to receive important college information. A link to myCFCC is on the College's website at www.cfcc.edu.

Student Advisement

Cape Fear Community College views student advisement as an important, on-going process. Each degree/diploma/certificate seeking student is assigned a faculty advisor who assists the student in selecting and scheduling appropriate classes to fulfill his/her educational requirements. Non-degree students are assigned a counselor as their advisor who assists in selecting and scheduling appropriate classes. The Academic Advising Center provides supplemental advising support to students and their assigned faculty advisors.

Students are strongly encouraged to meet with their assigned faculty advisor each semester/session for assistance in scheduling classes. Students must accept the responsibility of familiarizing themselves with specific course, prerequisite, corequisite, and program requirements. While advising is an on-going process, specific times are designated prior to each registration period for advising.

WebAdvisor/Student Planning (Self Service)

WebAdvisor is a web-based portal that is accessed on the College's website at www.cfcc.edu or in the myCFCC portal. Students may use WebAdvisor to update personal contact information, review or print a Program Evaluation, file an Intent to Graduate, or request withdrawal from a class using eWithdrawal. Students are encouraged to use the Student Planning (Self Service) feature found within WebAdvisor to plan their entire program of study, register for classes, view class schedules, check grades, view unofficial transcripts, make payments, check financial aid information, and much more.

Program Evaluation

Program Evaluation is a tool for tracking graduation progress based on the student's catalog of record. Program Evaluation can be accessed through WebAdvisor and Student Planning (My Progress) so that students, advisors, and counselors can follow the progress towards completion of a degree, diploma or certificate. Students can also use the system for "what if" scenarios when considering changing majors.

Academic Programs

College Transfer/University Parallel Programs

Career & Technical Education Programs

Health Sciences Programs

General Education Programs

Programs for Dually Enrolled High School Students (Career and College Promise)

Programs of Study (A-Z)

Course Descriptions

Prospective Students

Admissions

Orientation

Campus Visits

Testing

Career and College Promise (Dual Enrollment/Early College) Where to Go For What

Developmental Studies

Admissions

Cape Fear Community College operates under an open door admission policy. This means the College is here to assist anyone who can benefit from a CFCC education. To enroll, students must either be a high school graduate (or equivalent) or at least 18 years of age. While CFCC advises all students seek a high school diploma or equivalent, admission to certain certificate programs may be granted without prior completion of a high school diploma or equivalency. In addition, admission to the college does not mean that students will be admitted immediately to a program with specified admissions requirements.

General Admissions Process

First-Year Applicants:

Admission to CFCC requires the following:

- Admissions Application – the application can be accessed online at www.cfcc.edu/admissions.
- Residency Application – the residency application is available via the Residency Determination Service at www.ncresidency.org. Residency determination establishes if a student pays in-state or out-of-state tuition. This is required for all students.
- Official secondary transcript *or* equivalency (accepted equivalencies include: GED®/HiSET/TASC)

Students are required to submit official high school transcripts with a graduation date or equivalent transcripts with a completion date. Home school students must submit a copy of the home school's approved registration from the state in which they are registered (if applicable) and a home school transcript with graduation date. High school and home school seniors may be provisionally admitted upon receipt of an official transcript indicating successful completion of the 1st semester of the senior year. Students admitted provisionally are required to submit final/official transcripts before the start of the entering term and are not eligible for financial aid until the final/official transcript is received.

Transfer Applicants:

If you have previously attended a college or university, please follow the general admissions process. While it's not required to submit official college transcripts for general admission, transcripts are required to earn transfer credit, waive placement testing, and receive veterans' benefits. Only courses with a grade of "C-" or higher from an accredited college or university are transferable. Questions regarding your transcript evaluation should be directed to the Registrar's Office. As part of the enrollment process, you will be required to provide a valid Residency Certification Number from the State of North Carolina or complete a Residency Application with the Residency Determination Service at ncresidency.org. The Residency Determination Service Office regulates if you will pay in-state or out-of-state tuition.

Students interested in health science programs are required to submit transcripts in advance of individual program deadlines. Visit cfcc.edu/counseling for more information.

Additional Information Regarding Transfer Credit:

Credits are transferable from regionally accredited two and four year institutions within the United States. Courses are transferred that compare in content, quality and credit hours to those offered within the North Carolina Community College System.

Transcripts of course work completed at a college or university located outside of the United States must be accompanied by a certified English translation course evaluation and course descriptions. Transcripts must be evaluated and translated by a CFCC approved agency. Qualifying evaluations include those approved by a NACES (www.naces.org) or AACRAO (www.ies.aacrao.org) member evaluator before CFCC will review transcripts for admission or transfer credit purposes. An official copy of the evaluation must be sent directly to CFCC or presented in a sealed/official envelope.

Credit for Military Experience--Veteran applicants should submit an official military transcript to the College in order to request credit for previous military experience and training. The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide To The Evaluation Of Educational Experiences In The Armed Services. Credit recommended must be consistent with the requirements and objectives of an academic program in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Cape Fear Community College makes no guarantee of such transfer.

Some courses that depend heavily on technology, speed and accuracy, physical skills, and/or language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, sciences, and trades courses. CFCC reserves the right to not award credit based on the discretion of the appropriate academic area.

Credits transferred from other institutions will be noted on the student's CFCC transcript. Grades achieved at other institutions will not be used in the grade point average computation at CFCC.

Credit gained through advanced placement testing will require official transcripts from the testing agency.

Experiential learning, proficiency testing from other institutions, and work based learning experience that was evaluated by another institution will not be transferred as course work to CFCC.

Students who wish to receive transfer credit should submit official copies of all transcripts two weeks prior to registration so that evaluation of transfer credit can be completed. Faxed transcripts are not acceptable.

To receive a degree, diploma or certificate from CFCC, transfer students must complete at least 25 percent of program requirements from CFCC.

Re-Admission of Curriculum Students:

Students (including CFCC graduates) returning to CFCC who have not been enrolled for one (1) or more academic years must submit a new admissions application. If you have had a period of non-enrollment, you may be required to complete the Residency Determination Service Application. This application determines if you will pay in-state or out-of-state tuition and is mandated by the State of North Carolina via the Residency Determination Service Office. For further information, please see the General Admissions Process.

Selective Admission/Health Science Programs:

In addition to meeting general college admission requirements, applicants applying to selective admission programs, must also meet program specific requirements. This includes:

- Complete the program application process in advance of established deadlines (see www.cfcc.edu/counseling).

Students may visit the Counseling Office at either the Wilmington or North campus to review program requirements, information, and deadlines. For additional information and to review selective admission programs, please visit the appropriate academic program page or counseling section of the CFCC website. Selective admissions programs at the College include:

Associate Degree Nursing

Cardiovascular Sonography (AAS & Diploma)

Dental Assisting

Dental Hygiene

Medical Assisting

Medical Sonography

Nurse Aid Diploma/Phlebotomy

Nursing Transition

Occupational Therapy Assistant

Pharmacy Technology (AAS & Diploma)

Practical Nursing

Radiography

RIBN

Surgical Technology

Veterinary Medical Technology

Admission as a Special Credit Student (Non-Degree Seeking):

Students who do not wish to enter degree or diploma programs may enter CFCC as "special credit" students. Students admitted as special credit students may carry only a part-time course load. Special credit students must meet course prerequisites. Admission as a special credit student does not constitute admission to any curriculum program. Special credit students may attempt no more than 18 credit hours without meeting admissions requirements. Students who exceed this number will not be permitted to register until admissions requirements are met. Students who enter a curriculum program from special credit status must meet all admissions requirements prior to time of registration. Special Credit students are not eligible to receive financial aid or Veteran's benefits.

Admission as a Special Credit-Lifelong Learner Student (Non-Degree Seeking):

Students who have no desire or intention to work toward a degree, diploma, or certificate and wish to take classes for personal development, enrichment, or simply for the joy of learning may enroll as a Lifelong Learner. To be admitted as a Lifelong Learner, the student need only submit a completed college application for admission. Students admitted as Lifelong Learners may carry only a part-time course load and must have their registration approved by a counselor. Lifelong Learners must meet and verify course prerequisites. Admission as a Lifelong Learner does not constitute admission to any curriculum program. A Lifelong Learner who wishes to be reclassified as a regular student must complete admission requirements as outlined in the General Admissions Process in this catalog. Lifelong Learners are not eligible to receive financial aid or Veteran's benefits.

Admission of Visiting Students:

Visiting students are those who are admitted and enrolled in another college or university and wish to enroll at CFCC to supplement their coursework. Applicants should follow the general admissions process and select "special credit" as the program of study/major.

Provisional Admission

Provisional admission is granted prior to the last day to register. Students whose official high school transcripts have not been received by the Admissions Office at the time of registration may be admitted provisionally. Financial Aid will not be available to a student who is provisionally accepted until the final official transcript is received in the Admissions Office. All admissions requirements must be met within thirty (30) calendar days from the first day of the academic session. Those students who do not meet admissions requirements within thirty (30) calendar days may be dropped from courses. Students will not be allowed to register for upcoming semesters until all admission requirements are met.

Admission of International Students:

Cape Fear Community College does not issue the necessary documents to obtain the F, J, or M student visas. Other visas may be acceptable for admission. Contact the Director of Admissions for further information.

Undocumented Immigrants & Deferred Action Childhood Arrival (DACA) Students:

Undocumented Immigrants

According to state board code 1D SBCCC 400.2 Admission to Colleges, community colleges shall admit an undocumented immigrant only if he or she attended and graduated from a US public high school, private high school, or home school that operates in compliance with State or local law. Undocumented immigrants will be charged the out-of-state tuition rate, can be prohibited from enrolling in programs that lead to professional licenses, and are required to register on the final day of registration.

DACA Students

Current North Carolina Community College System policy allows DACA applicants to enroll at CFCC at the out-of-state tuition cost. Acceptance to the college does not guarantee admission to certain programs.

Pre-Registration Requirements:

Prior to registering for classes, students must:

- Complete Online Orientation
- Complete or be waived from placement testing

To be waived from all or part of placement testing:

- Successfully completed college level English and/or Mathematics course above the developmental level
- Earned the following minimum scores within the last five years on the SAT or ACT
- SAT Writing 500 OR Critical Reading 500 and/or SAT Math 500 (Tested prior to March 2016)
- SAT Evidence Based Reading/Writing 480 and/or Math 530 (Tested March 2016 and after)
- ACT Reading 22 OR English 18 and/or ACT Math 22
- Graduated from high school within the last 5 years with an unweighted GPA of 2.6 or higher AND the successful completion of specific math coursework (high school seniors can meet this requirement with a mid-year transcript indicating an unweighted GPA of 2.6 or higher AND the successful completion of specific math coursework)
- Achieved CFCC's cut-off scores for the desired curriculum program by submitting official Accuplacer or Compass scores taken within the last five years
- Earned developmental course credit, with a "C" or better, at a school in the North Carolina Community College System

If you are unable to utilize the above placement testing waivers to meet prerequisite requirements, you will be required to complete the placement test prior to registration.

To learn more about the placement test and schedule your test, please visit www.cfcc.edu/testing. There is no charge for the placement test. You may take the placement test twice (2 times) in twelve (12) consecutive months (one initial test and one retest). In order to request accommodations based on a documented disability, requests for approval, assistance, and scheduling must be arranged through CFCC's Disability Support Services office (910-362-7800).

Medical Examinations:

A medical history and/or drug screening is required for certain programs, including Marine Technology and Health Sciences programs. Students are notified of this requirement as applicable to their programs of study. Contact Counseling, Program Director, or Department Chair for further information.

Right to Deny Admission:

The College reserves the right to refuse admission or readmission to any applicant during any period of time that the student is suspended or expelled from any other educational entity. 23 SBCCC 02C.0301 (d).

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. 23 SBCCC 02C.0301 (e) and (f).

Applicants who are refused admission have the right to an appeal. To initiate such an appeal, the applicant must submit a written appeal to the Vice President for Student Services and Enrollment Management within five (5) calendar days after being notified of the refusal to admit. The Vice President for Student Services and Enrollment Management will present the appeal to the Judicial Board within (5) calendar days of receipt of the written appeal. If the student wishes to appear before the Judicial Board, the request must be included in the written appeal. The Vice President for Student Services and Enrollment Management will notify the applicant of the Judicial Board's decision. The decision of the Judicial Board shall be final with no further appeals.

Contacting the Office of Admissions

Mail official correspondence to:

Office of Admissions

Cape Fear Community College

411 North Front Street

Wilmington, NC 28401

Official Documentation Statement:

High school transcripts, equivalency score reports, ACT/SAT score reports, college transcripts, and other official documentation related to admission, must be received in an official manner. This includes items received via appropriate hard copy and approved electronic methods. Official electronic transcripts should be e-mailed to transcripts@cfcc.edu (this must be from an approved agency or organization). If you have questions regarding your documents, please contact the Registrar or Admission Office.

Campus Visits

Cape Fear Community College encourages prospective students and parents to visit the campus and tour our facilities. Guided tours may be scheduled Monday through Friday when classes are in session. Appointments are necessary to ensure that appropriate staff will be available to answer questions. Information pertaining to academic programs, student services, and the admissions/registration processes will be presented during the tour. Tour dates and times are available on the College's website at www.cfcc.edu.

Career and College Promise (Dual Enrollment/Early College)

The Career and College Promise Program allows qualifying high school students the opportunity to enroll in college classes in order to earn both high school and college credit upon successful completion of CFCC courses. This program offers the following pathways:

- Career and Technical Education Pathway
- College Transfer Pathway
- Cooperative Innovative High School Pathway (or Early College High School)

The Career Technical Education Pathway allows high school students the opportunity to enroll in a CFCC CTE Pathway that aligns with their high school career cluster programs. To be accepted in to this program, students must meet the following criteria*:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses or have the approval of the high school principal or designee;

*Some CTE Pathways include courses that require testing prerequisites for enrollment.

The College Transfer Pathway allows high school juniors and seniors the opportunity to complete core general education classes required during the first two years of a four-year degree. To be accepted to this program, students must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted high school GPA of 3.0 or higher;
- Demonstrate college readiness in English, Reading, and Math on an assessment or placement test such as the PLAN, PSAT, SAT, ACT, or the CFCC Placement Test.
- Meet all program prerequisites.

The Cooperative Innovative Pathway or Early College High School allows students the opportunity to earn a high school diploma and up to two years of college credit within five years. CFCC partners with New Hanover County Schools and Pender County Schools to host two early college high schools. Pender Early College High School (PECHS) and Wilmington Early College High School (WECHS) are high schools located on the campuses of CFCC. Both early colleges enroll rising ninth-graders each year. Students must have the desire to attend a smaller school with high expectations for academics and behavior. Admission to the program is granted by each respective school system.

For more information on college courses available to qualifying high school students, visit our website at <http://www.cfcc.edu/ccp>.

Developmental Studies

To help ensure student success, the college offers developmental courses to students who need help in the basic skills: mathematics, reading, and writing. These courses are required for those students who have been identified by Career and Testing as needing enhancement in these skills.

Developmental courses count toward registered credits as it applies to financial aid, veterans benefits, and enrollment status. Developmental courses do not count attempted or earned hours, nor do they count in a student's academic grade-point average. All developmental courses are given grades of PA, PB, PC, or R (Repeat).

CFCC will recognize developmental courses completed with an equivalent grade of "C" or above at other North Carolina accredited institutions. Counselors will mail students a transfer credit slip following an evaluation of the coursework. The transfer evaluation will be used for class placement by the advisor.

Below is a selected list of transferable courses for students who are deficient in reading (a CPT score less than 80). Some courses have additional prerequisites and corequisites (listed within parentheses), and students must comply with them. Reminder: Students may also take math courses if they (students) comply with the prerequisites and the corequisites.

List of Transfer Courses for Students Who Are Not Proficient in RED 090 or ENG 095 or DRE 098

Course	Prerequisite	Corequisite	Course Title	SHC
ACA 122			College Transfer Success	1

Course	Prerequisite	Corequisite	Course Title	SHC
ART 111			Art Appreciation	3
ART 113			Art by Women	3
ART 121			Two Dimensional Design	3
ART 122			Three Dimensional Design	3
ART 131			Drawing I	3
ART 132	ART 131		Drawing II	3
ART 135	ART 132		Figure Drawing	3
ART 171	ART 131		Computer Art I	3
ART 212			Gallery Assistantship I	1
ART 214			Portfolio and Resume	1
ART 231			Printmaking I	3
ART 232	ART 231		Printmaking II	3
ART 235	ART 135		Figure Drawing II	3
ART 240	ART 131		Painting I	3
ART 241	ART 240		Painting II	3
ART 245			Metals I	3
ART 246	ART 245		Metals II	3
ART 247			Jewelry I	3
ART 248	ART 247		Jewelry II	3
ART 261			Photography I	3
ART 262	ART 261		Photography II	3
ART 264			Digital Photography I	3
ART 265	ART 264		Digital Photography II	3

Course	Prerequisite	Corequisite	Course Title	SHC
ART 266			Videography I	3
ART 267	ART 266		Videography II	3
ART 271	ART 171		Computer Art II	3
ART 276			Interactive Media Design	3
ART 281			Sculpture I	3
ART 282	ART 281		Sculpture II	3
ART 283			Ceramics I	3
ART 284	ART 283		Ceramics II	3
ART 285	ART 284		Ceramics III	3
ART 286	ART 285		Ceramics IV	3
ASL 111	ASL 181		Elementary ASL I	3
ASL 112	ASL 111	ASL 182	Elementary ASL II	3
ASL 181			ASL Lab 1	1
ASL 182	ASL 181		ASL Lab 2	1
ASL 211	ASL 112	ASL 281	Immediate ASL I	3
ASL 212	ASL 211		Immediate ASL II	3
ASL 281	ASL 182		ASL Lab 3	1
COM 111			Voice and Diction I	3
COM 160			Small Group Communication	3
COM 251			Debate I	3
COM 252	COM 251		Debate II	3
CTS 115			Info Sys Business Concept	3
DRA 111			Theatre Appreciation	3

Course	Prerequisite	Corequisite	Course Title	SHC
DRA 120			Voice for Performance	3
DRA 126			Storytelling	3
DRA 128			Children's Theatre	3
DRA 130			Acting I	3
DRA 131	DRA 130		Acting II	3
DRA 135			Acting for the Camera I	3
DRA 136	DRA 135		Acting for the Camera II	3
DRA 140			Stagecraft I	3
DRA 141	DRA 140		Stagecraft II	3
DRA 142			Costuming	3
DRA 145			Stage Make-up	2
DRA 147	DRA 140		Sound Technology	3
DRA 170			Play Production I	3
DRA 171	DRA 170		Play Production II	3
DRA 175			Teleplay Production I	3
DRA 176	DRA 175		Teleplay Production II	3
DRA 230	DRA 131		Acting III	3
DRA 231	DRA 230		Acting IV	3
DRA 240			Lighting for the Theatre	3
DRA 260	DRA 130	DRA 140	Directing	3
DRA 270	DRA 171		Play Production III	3
DRA 271	DRA 270		Play Production IV	3
DRA 275	DRA 176		Teleplay Production III	3

Course	Prerequisite	Corequisite	Course Title	SHC
DRA 276	DRA 176		Teleplay Production IV	3
HUM 120			Cultural Studies	3
HUM 121			The Nature of America	3
HUM 122			Southern Culture	3
HUM 140			History of Architecture	3
HUM 150			American Women's Studies	3
HUM 170			The Holocaust	3
MUS 110			Music Appreciation	3
MAT 171	See COURSE DESCRIPTIONS section		Precalculus Algebra	4
MAT 172	MAT 171		Precalculus Trigonometry	3
MAT 263	MAT 171		Brief Calculus	3
MAT 271	MAT 172		Calculus I	4
MAT 272	MAT 271		Calculus II	4
MAT 273	MAT 272		Calculus III	4
MUS 111			Fundamentals of Music	3
MUS 112			Intro to Jazz	3
MUS 113			American Music	3
MUS 114			Non-Western Music	3
MUS 121			Music Theory I	4
MUS 122	MUS 121		Music Theory II	4
MUS 123	MUS 111 or MUS 121		Music Composition	1
MUS 131			Chorus I	1
MUS 132	MUS 131		Chorus II	1

Course	Prerequisite	Corequisite	Course Title	SHC
MUS 133			Band I	1
MUS 134	MUS 133		Band II	1
MUS 135			Jazz Ensemble I	1
MUS 136	MUS 135		Jazz Ensemble II	1
MUS 137			Orchestra I	1
MUS 138	MUS 137		Orchestra II	1
MUS 141			Ensemble I	1
MUS 142	MUS 141		Ensemble II	1
MUS 151			Class Music I	1
MUS 152	MUS 151		Class Music II	1
MUS 161			Applied Music I	2
MUS 162	MUS 161		Applied Music II	2
MUS 170			Business of Music	3
MUS 175			Recording Techniques I	2
MUS 176	MUS 175		Recording Techniques II	2
MUS 210			History of Rock Music	3
MUS 211			History of Country Music	3
MUS 212			American Musical Theatre	3
MUS 214	MUS 111		Electronic Music I	2
MUS 215	MUS 214		Electronic Music II	2
MUS 221	MUS 122		Music Theory III	4
MUS 231	MUS 132		Chorus III	1
MUS 232	MUS 231		Chorus IV	1

Course	Prerequisite	Corequisite	Course Title	SHC
MUS 233	MUS 134		Band III	1
MUS 234	MUS 233		Band IV	1

Orientation

The Student Services and Enrollment Management Division offers an online orientation to acquaint new students to the College, its facilities, resources, services, activities, organizations, and policies. This online orientation is mandatory for all new students prior to class registration.

Testing

Placement Test Advising Guide

Applicants entering vocational/technical and college transfer courses must begin their English sequence with the course corresponding to their score levels on the following placement tests.

English Placement

Testing is not required with **SAT Reading 500 or Writing 500 (Prior to March 2016)** OR **SAT Evidence-Based Reading/Writing 480 (Tested March 2016 and after)** OR **ACT Reading 22 or ACT English 18** OR Transfer credit of ENG 111 or its equivalent with a grade of "C" or better.

Register for your English class based on the guide below.

PLACEMENT	NCDAP ENGLISH	ACCUPLACER Reading + Sentence Skills	COMPASS Reading + Writing
Basic Skills	100-103	40-71	0-63
DRE 096	104-116	72-91	64-84
DRE 097	117-135	92-128	85-111
DRE 098	136-150	129-165	112-150
ENG 111	151 and higher	166 and higher	151 and higher

Math Placement

Testing not required with **SAT Math 500 (Prior to March 2016)** or **Math 530 (Tested March 2016 and after)** or **ACT Math 22** OR transfer credit for the appropriate college math required for your major.

<u>Math Modules</u>	<u>Scores Ranges</u>	
DMA 010 - Operations With Integers	1 = Basic Skills	
DMA 010 - Operations With Integers	2-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 020 - Fractions and Decimals	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 030 - Propor/Ratio/Rate/Percent	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 040 - Express/Lin Equat/Inequal	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 050 - Graphs/Equations of Lines	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA 060 - Polynomials/Quadratic Appl	1-6 = DMA IS needed	7-12 = DMA is NOT needed

(A score of 7 or higher on DMA 060 will also award credits for DMA 065, DMA 070 and DMA 080)

MAT 110 = A score of 7 on DMA 010 through DMA 030 Needed

MAT 143 & MAT 152 = 7 on DMA 010 through DMA 050 Needed

MAT 121 = A score of 7 on DMA 010 through DMA 060 Needed

MAT 171 = A score of 7 on DMA 010 through DMA 080 Needed

MAT 271 = See Course Description for Criteria for Direct Placement into MAT 271 or visit:

<http://cfcc.edu/testing/>

Math Courses for Registration

DMS 001 = If you need 1 DMA (Excluding DMA 050, DMA 060, DMA 070, DMA 080 or DMA 065)

DMS 002 = If you need 2 or more DMA's (Excluding DMA 050, DMA 060, DMA 070, DMA 080 or DMA 065)

DMA 050 = If you need DMA 050

DMA 060 = If you need DMA 060

DMA 065 = If you need DMA 060 through DMA 080

Register for the maximum number of credits in each semester until you have successfully completed all of the DMA courses that are required on your Program Evaluation.

All scores are valid for 5 years.

Placement Testing

All applicants to degree, diploma, and certain certificate programs are required to have valid placement test scores on file prior to being accepted at CFCC. All or parts of the placement testing requirement may be waived if the applicant meets certain criteria (see General Admission Process). The placement test is not an entrance examination. The primary purpose of placement examinations is to determine the individual's skill level and readiness. Assessment results will be used to determine the need, if any, for developmental placement. Advisors will also use the results in planning students' programs and classes.

Placement assessments are administered in the following areas: English and Math. All placement scores are valid for five years from date of examination.

The Accuplacer College Level Math (CLM) test is available for testers who are already proficient in all developmental levels of Math (DMA10-80) and who are attempting to place directly in to MAT-271 Calculus I. More information about Direct Placement in to MAT-271 Calculus I can be found in the course description for MAT-271 Calculus I and on the Testing Services website: <http://cfcc.edu/testing/>

North Carolina Diagnostic Assessment & Placement Test (NCDAP)

The NCDAP is an un-timed test taken on a computer. Fluency using a computer is not needed to take the test. The test is divided into two sections: English and Math. Currently there is no fee for the test.

Testers need to bring a picture ID and know their CFCC Student ID Number when coming to a test session. Testers should arrive at the testing center fifteen (15) minutes prior to start of the testing session. Testing. Parking for testers is available in visitor parking on the open surface lots on the Wilmington or North Campuses.

Testers can access the testing schedule and sign up for a testing session by visiting the Testing Services website: <http://cfcc.edu/testing/schedule/>. Testing is generally offered every week of the year on both the Wilmington and North campuses. To request accommodations based on a documented disability, requests for approval, assistance, and scheduling must be arranged through CFCC's Disability Support Services office (910-362-7800).

A schedule of dates/times of the Placement Tests can be obtained from CFCC's website: <http://cfcc.edu/testing/>.

Retest Policy

Testers may only take the placement test twice in (12) twelve consecutive months.

High School Equivalency Exam Testing

The General Educational Development (GED®) Exam is a computer based High School Equivalency (HSE) test administered at CFCC. GED® exam registration is done on the website <https://ged.com/> Please see CFCC's Academic and Career Readiness Dept. for information about taking GED® classes to help prepare for GED® exams.

Where to Go for What

Academic Advising	Assigned Faculty Advisor/Academic Advising Center
Academic Honors	Catalog/Registrar
Academic Probation	Catalog/Counseling
Accessibility Issues	Disability Support Services

Admissions	Office of Admissions
Address Change	Registrar
Advanced Placement	Registrar/Counseling
Athletics	Athletics & Student Activities
Attendance/Absences	Instructor
Books/Supplies	Campus Bookstore
Bulletin Boards	Office of VP Student Services and Enrollment Management
CFCC Online Portal/WebAdvisor	Student Help Desk
Career Counseling	Academic Advising Center/Student Services North Campus
Change Program/Major	Counseling
Clubs and Organizations	Student Activities
Course Selection	Faculty Advisor/Academic Advising Center
Drop a Course	Registrar
Emergencies	Campus Police
Tuition & Fees	Business Office
Financial Aid	Financial Aid Office
First Aid	Labs/Campus Police
Personal Enrichment & Workforce Development	Continuing Education
Grading System	Catalog/Registrar
Insurance	Business Office
Job Placement	Academic Advising Center/Student Services North Campus
Lost & Found	Campus Police Office

Parking Permits/Regulations	Business Office
Personal Counseling	Counseling
Registration	Academic Advising Center
ID Card	Business Office, Wilmington Campus
	Business Office, North Campus
Testing	Testing Services
Transcripts	Registrar
Transfer Counseling	Advisors/Counseling
Transfer Student Planning	Academic Advising Center
Tutoring	Learning Lab
Veterans	Financial Aid/Veteran's Center
Withdrawal from a Course	Registrar

Registration

Registration is the term used for enrolling in classes. Students who need help with planning for which courses to take should reach out to their faculty advisor or visit the Academic Advising Center for assistance.

Semester System

The academic year is divided into two semesters and summer sessions. The Fall and Spring semesters offer courses in sixteen (16) weeks, two eight (8) week mini sessions, and one twelve (12) week session. The Summer terms are provided either in a ten (10) week session, eight (8) week session, two four (4) week sessions or two five (5) week sessions. Consult the Schedule of Classes for specific scheduling information.

Semester Hour Credit

Each course listed in the catalog and class schedule is followed by a notation on the number of semester hours it earns. Normally, the number of semester hours earned is based on the number of class, laboratory or shop hours spent under the supervision of the course instructor per week for the semester. Usually one semester hour credit is given for each lecture hour of class per week, for each two hours of laboratory work per week, or for each three hours of shop or manipulative laboratory per week. (A class hour is usually defined as 50 minutes of instruction.) Exceptions may be made in cases where specific classification is not feasible.

Course Load

Students enrolled in the Fall and Spring semesters for 12 or more credit hours are designated as full-time students. Students taking 11 or fewer credits during a semester are considered part-time. Students enrolled in the Summer Session for 9 credit hours or more are designated as full-time students for insurance purposes. Students receiving Financial Aid benefits must be enrolled for 12 or more credit hours each semester to receive full benefits. Veteran's benefits for the Summer-full time is eight (8) hours for the 10 week session or four (4) hours each five week session. Students who are placed on academic probation may be required to take a reduced course load.

Maximum course loads for which students may enroll are as follows:

- Fall and/or Spring Semester(s)-Eighteen (18) credit hours except when program requirements determine otherwise.
- Summer Term-Thirteen (13) credit hours except when program requirements determine otherwise.

Any exception must be approved by the Director of Academic Advising Center or the Dean of Enrollment Management. Faculty Advisor permission is required to process an overload.

Priority Registration

Currently enrolled students are assigned registration priorities based on their number of completed credit hours. Registration information is emailed to students' CFCC email account. Students may register online using WebAdvisor/Student Planning (Self Service). A listing of priority dates and times are listed on the CFCC website.

Auditing Courses

Students who wish to audit courses must register for the audit by following the regular admissions and registration procedures and indicating in writing on an audit form which course(s) they are auditing. Auditing students must meet all course pre-requisites. A student who audits a course section shall not displace students enrolling or registering to receive a grade, academic credit, continuing education unit (CEU) or certificate of completion in the course section. If it is determined by the 10% date of the course that a student seeking a grade, credit, CEU, or certificate needs the course, an auditing student may be administratively dropped to allow space for the other student. The audit form must be signed by the instructor and turned in to the Registrar's Office on or before the course start date but not later than the 10% date of the course. Auditing students receive no credit and are not required to participate in class discussion or take tests. At the end of the term, auditing students will receive a grade of "AU" (Audit) or "SR" (Senior Audit). Tuition and fees for audited courses are the same as those taken for credit. Students will be responsible for paying any/all tuition, fees and/or textbook costs. (Seniors age 65+ who plan to audit a course, please read the "Tuition Waiver for Auditing Seniors" paragraph below.) Changes from audit to credit or credit to audit may only be done during registration and through the last day to add a course for the term. Students should be aware that Financial Aid and Veteran benefits do not pay for audited courses. Audited courses do not transfer.

Seniors (age 65+) who wish to audit a course will follow the same policy and procedure information listed in the "Auditing Courses" paragraph above except that they will receive a waiver of tuition. In order to receive the waiver, seniors must provide proof of age through a driver's license, state identification card, or other government-issued document. Seniors who receive the waiver are not eligible to change from audit to credit.

Withdrawal

Students may request to withdraw from one or more courses using the "E-Withdrawal" link on your myCFCC homepage or through WebAdvisor through the specified last date to withdraw deadlines for each term. Non-standard courses that have start and end dates outside of the standard term start and end dates may have a different withdrawal deadline date. For a listing of these non-standard courses and withdrawal dates, please visit <http://cfcc.edu/registrar/datesanddeadlines/>.

Students who officially withdraw from a class within the first 60 percent of class hours will receive a grade of "W." Students who do not officially withdraw from a class by the 60 percent point date and continue to attend and/or participate by completing assignments will receive at the conclusion of the term a final grade from the class instructor(s) that is based on the attendance and grading policies for the class.

Students who wish to withdraw after 60 percent of class hours must obtain permission in writing from their instructor and department chair. Permission will be granted for extenuating circumstances only. Documentation is required. No withdrawals may be requested within the last week of the semester.

Withdrawing may have a negative impact on students' Satisfactory Academic Progress status, and as a result, withdrawals may lead to a loss in eligibility for future financial aid (including loans). Students are urged to review the college policies on Satisfactory Academic Progress for Financial Aid Recipients and contact the Financial Aid Office before withdrawing to discuss potential impact on their bill and/or financial aid eligibility.

Unofficial Withdrawals:

An "unofficial withdrawal" occurs when a student stops attending a course and does not participate in any academic-related activities beyond the 60 percent date of the term.

Students who are unofficially withdrawn will be issued final grades of XF. The grade of XF will be assigned as a student's course grade when all of the following conditions are met:

- 1. Failed a course (no credits earned).**
- 2. Attended a course at least once in the first 10 percent of the course.**
- 3. Stopped attending and/or did not participate in any academic-related activity (as defined below) on or before the 60 percent date of the term.**
- 4. Did not officially withdraw or return to the course beyond the 60 percent date of the term.**

No tuition or fee adjustments will be made. The XF grade will calculate the same as an F (failure) grade, affecting GPA in the same manner as an F. Students who receive an XF or W grade may be required to repay a percentage of their Federal Aid back to the Department of Education or to the Veteran's Administration.

Notes:

- Examples of "academic-related" activities that may count as attendance are inclusive of (but not limited to): physically attending class, participating in class with a "clicker" device, submitting an assignment/exam/tutorial, attending a study group assigned by the instructor, or participating in an online discussion about academic matters. Simply logging into an online course does not count as an academic-related activity.**
- Please refer to the Academic Calendar for the withdrawal deadlines for each term.**

Go to <http://cfcc.edu/finaid/> for more information about financial rules and policies.

Prerequisites and Corequisites

A prerequisite is a course that must be taken prior to another course. A corequisite is a course that must be taken prior to or concurrently with another course. The college may mandate prerequisites and corequisites to ensure students are prepared to meet the requirements of the course material. Prerequisites and corequisites are identified in the catalog with the course descriptions. Students are responsible for meeting their program requirements, including prerequisites and corequisites. If students sign up for a class and do not meet the prerequisite and/or corequisite requirements they will be administratively dropped from the course.

Students who drop on their own or who are administratively dropped after the first day of class may not be eligible for a full refund. Students are advised to review published course prerequisites and co-requisites carefully before enrolling.

Waiver of Prerequisites and Corequisites

The Vice President for Academic Affairs and Workforce Development and the academic deans may waive prerequisites and corequisites. Normally, a waiver will be recommended by the appropriate program director and approved by the department chair, dean, and the Vice President for Academic Affairs and Workforce Development.

Paying for College & Financial Aid

Expenses Student Activity Fee Allocation Procedure

Financial Aid

Expenses

Tuition

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition costs can be found on the College's website at www.cfcc.edu, in the Schedule of Classes published for each academic term, or in the Admissions Office.

Tuition is due and payable on the day of registration unless otherwise noted. Any deferred payment or exceptions must be approved by the Vice President for Business Services. Self-supporting classes are not free for any student. If tuition is a major factor in the student's determination to attend CFCC, the student should contact the Financial Aid Office as soon as possible.

Payments can be made by cash, check, debit card, MasterCard, Visa, American Express, and Discover. Web Advisor is available for making payments by debit, credit cards and checks. Payments are not accepted via the telephone. There is a third party Payment Plan option available on the website if you need to make monthly payments.

Student Fees

A non-refundable student fee is charged to all curriculum students for the Fall and Spring semesters. This fee is due and payable on the day of registration. The maximum fee charged is \$105.00 per academic year, but is subject to change.

Funds collected from activity fees are used to support the costs of student publications, athletics, social activities sponsored by the Student Government Association, and student identification cards.

In the fall of 2003, the Board of Trustees of Cape Fear Community College approved a non-refundable "Technology Fee" to be charged to all curriculum students for the Fall, Spring and Summer sessions. The \$3.00 per credit hour fee, not to exceed \$48.00 in a semester, is due and payable on the day of registration.

Tuition Refund Appeal Procedure

Tuition refund appeals must be in writing and are reviewed by the Vice President for Student Services and Enrollment Management and appropriate area staff (in direct consultation with the Business Office). Appeals that do not represent a sound basis for reimbursement will be denied.

Written notification of approval/denial of appeals normally occurs within two weeks.

If a tuition refund appeal is denied by the Vice President for Student Services and Enrollment Management, a second-level appeal may be initiated by a student in writing. The Executive Vice President (or designee) conducts the second-level review. The Executive Vice President (or designee) will respond to a second-level appeal in writing within 10 working days. The decision made at the second level is final. Should an appeal be approved, Cape Fear Community College will promptly refund tuition and/or cancel a financial charge from a student's account.

Submitting an Appeal

Tuition refund appeals will not be considered unless the student has officially withdrawn from the class(es). Students who are receiving financial aid should check with the Financial Aid Office prior to withdrawal to determine what effect this action may have on future financial aid eligibility and/or balances that may be owed if students withdraw from all classes before the 60% point. All tuition appeals must be in writing and submitted with supporting documentation to the Vice President for Student Services and Enrollment Management no later than fifteen (15) workdays after the start of the subsequent school term.

Tuition appeals may generally be approved for the following reasons as long as the appropriate written supporting documentation is provided

- Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent or more of scheduled instruction) documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will not be accepted). This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund. The physician's letter (on his/her letterhead) must include the date the student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated/hospitalized and must state that the student was physically unable to participate in classes during this period of time. A letter that does not specifically state, "the student was physically unable to attend classes" will not be grounds to approve an appeal.
- Extended incapacitation/hospitalization or death of a student's immediate family member (which caused the student to miss 20 percent or more of the scheduled instruction) – verified with

appropriate documentation. Immediate family is defined as father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or step sister.

- Administrative difficulties with internships, placements or practicums involving the single enrollment of a student with supporting material from placement official.
- Late notifications of denial to a specific degree program with supporting documents.
- Institutional errors by CFCC that cause the delay of administrative processes relative to registration or the delivery of financial aid funds.

*Other items may be considered with valid supporting documentation and/or evidence.

Tuition appeals will not be approved in the following instances:

- Personal errors in judgement or irresponsibility involving transportation, availability of finances, academic ability, time management, etc.
- Misinterpretation or lack of knowledge of college policies and procedures as published in the CFCC Catalog & Student Handbook or CFCC Schedule of Classes.
- Dissatisfaction with course content; issues concerning academic instruction must be addressed with the appropriate Department Chair and/or Academic Dean.
- Dissatisfaction with academic progress in course(s).
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarship.
- Non-receipt of mail or electronic mail due to obsolete address on file with the Registrar's Office.
- Changes of, or personal conflicts with, the instructor of record.
- Student error resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary/involuntary acceptance of employment or other activity affecting the ability to attend class. (i.e. work schedule/hours changed; lack of childcare; vacation).
- Incarceration in a civilian or military facility.
- Other reasons not already specified.

Last updated: Approved 1/19/17

Statement on Involuntary Military Orders*

Involuntary changes in military orders that result in the active duty member moving outside the New Hanover or Pender County areas are automatically refunded 100% of tuition, unless the active duty member decides to remain enrolled in online classes after redeployment. Such changes will be documented by the commanding officer or the student providing valid and properly endorsed orders (includes dependents enrolled at Cape Fear Community College).

Orders must be Permanent Change of Duty Orders. Short term orders (for more than 20 percent of the class sessions) associated with a national emergency may qualify

(Approved 1/11/17- College Council).

Electronic Signature Policy for Students

Cape Fear Community College (CFCC) recognizes an electronic signature as a valid signature from employees and students subject to Conditions 1 and 2 below:

Condition 1: Campus Network Username and Password

- Institution provides student with a unique username
- Student sets his or her own password
- Student logs into the campus network and secure site using both the username and the password

Condition 2: Student Login ID and Personal Identification Number (PIN)

- Institution provides student with a unique PIN
- Student sets his or her own PIN
- Student logs into a secure site using both the login ID and PIN

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

It is the responsibility and obligation of each individual to keep their passwords and PIN private so others cannot use their credentials. This is further explained in the CFCC Student Catalog section on "Computer Acceptable Use Policy".

Once logged in, the student is responsible for any information they provide, update, or remove. CFCC will take steps to ensure both the passwords and PIN are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards. The policy as it applies to employees is explained in Section 9.13.1 Computer Use Policies of the CFCC Faculty and Staff Handbook.

Student Identification Card

The student ID card is included as part of the curriculum student tuition and fees. The ID card should be carried at all times and presented upon request to a College representative. The ID card serves as the College library card, permits access to campus parking decks, and is required for participation in campus events and sports activities. Lost cards should be reported and a replacement card purchased for \$10.00. To obtain an ID card, students need to present their current CFCC schedule, proof of tuition payment and a photo ID, such as a driver license, passport, or military ID.

Parking and Security Permits

A non-refundable fee is charged to curriculum students for College access, parking and security. A parking permit is issued when a student is paying for their tuition and fees in the Business Office. The parking permit is valid September 1 to August 31. The maximum cost of the College access, parking and security fee per semester is \$75, but is subject to change..

Insurance

The College provides limited student accident insurance for curriculum students at no cost to the student; however, this insurance may not cover all expenses of treatment received by the student. Coverage is a (secondary) policy unless there is no other insurance in place. The College is not responsible for non-covered expenses. This accident insurance coverage is subject to approval by the Board of Trustees each fiscal year. Individual health insurance is the responsibility of each student. Students may purchase health insurance. Information is available in the Business Office.

The following students are required to purchase professional liability insurance: Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Hygiene, Practical Nursing, Nursing Assistant, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Early Childhood, Paramedic, Sonography, Surgical Technician, and Radiography.

Textbooks, Educational Tools, and Fees

Students are expected to purchase textbooks which are usually available from the college bookstore at the beginning of each academic session. Although not required in all courses, additional educational tools are required in certain courses and programs. Some PED courses require an off campus gym fee. Cameras, chefs tools, safety eyewear, steel-toed boots and computers are examples of educational tools that are required for specific courses and/or programs. The bookstore does not have a charge or credit system; therefore, books and tools must be paid for at the time of purchase. Effective July 1, 2010, textbook pricing information for curriculum courses will be available on the College's website as required by the Higher Education Opportunity Act.

Bookstore

There are two CFCC bookstores. The Wilmington Campus store is located on the ground floor of the Health Sciences (L) building. The North Campus store is located in room NA114 in the McKeithan Center. The bookstores provide textbooks, supplies and other collegiate materials. Hours of operation and policies governing textbook refunds and buy backs are posted in the bookstores.

Refund of Tuition

A 100 percent tuition refund will be made if the pre-registered curriculum student officially drops any/all classes prior to the first day of the College's academic session/semester. Students are also eligible for a 100 percent tuition refund if the College cancels the class. Drops must be processed through the Registrar's Office or through WebAdvisor.

A 75 percent refund will be made if the student officially drops a class(es) during the period starting from the first day and ending on the 10 percent day of the academic session/semester. A student is not officially dropped until he/she processes a signed drop card with the Registrar's Office. The effective date of the drop is the day the Registrar's Office receives the form. WebAdvisor is not available to drop classes during the 75 percent refund period.

Classes beginning at times other than the first week (seven calendar days) of the semester

A 100 percent refund shall be made if the student officially drops from the class prior to the first class meeting. Students are also eligible for a 100 percent tuition refund if the College cancels the class. Drops must be processed through the Registrar's Office or through WebAdvisor.

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. WebAdvisor is not available to drop classes during the 75 percent refund period.

Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as a "No Show" and assigned a non-punitive transcript grade of "NS."

Return Check Guidelines

Tuition payment made with a check returned by the bank will be considered non payment of tuition. Students will lose their classes or will not be able to attend classes until full restitution is made. Absences incurred due to non payment of fees will be counted in accordance with the College's attendance policy.

A returned check processing fee will be charged in the amount of \$25.00 for a paper check or e-check when payment is refused by the bank for any reason.

Transcript of Record (Curriculum and Continuing Education)

Upon written request of the student, a transcript of classes taken and credits earned at Cape Fear Community College will be sent to other colleges or third parties. Transcripts can be requested through the College's website (www.cfcc.edu). Transcripts requested in person will be printed on demand except during peak registration days or mailed as designated. The non-refundable cost for an official transcript is \$5.00 each.

Graduation Fees

Fees for graduation are not included in the activity fee. The cost for caps and gowns are paid by the student directly to the company representative from whom they are being ordered.

Institutional Indebtedness

No student will be permitted to graduate, register for classes, or have a transcript issued until all financial obligations to the College are satisfied.

Personnel in the Armed Services

Any active duty member of the armed services or a military dependent who does not qualify as a North Carolina resident for tuition purposes may be eligible to pay a reduced tuition rate if eligibility requirements

for the Military Tuition Benefit (N.C. General Statute Section 116-143.3) have been met. Members for reserve components are not eligible for the benefit unless they have been called up for active duty.

Financial Aid

Cape Fear Community College administers Federal, State and institutional aid programs designed to assist students and their families in meeting the cost of obtaining a college education. These aid programs are intended to supplement available family resources, considered to be the primary source of educational funding.

Financial Aid Self-Service

Financial Aid self-service is a personalized, automated, online checklist that keeps everyone on track and up to speed from submission to completion of the student's Financial Aid package.

Self-Service can be accessible via a mobile device. This feature allows Cape Fear

Community College students to access their financial aid information in one location.

Log into mycfcc, click on webadvisor then students. On your student menu, click Financial Aid (Self-Service)

Students can view:

- To verify if the FAFSA application has been received.
- An interactive checklist of things needed for the completion of their application.
- Their award(s) details.
- Their Satisfactory Academic Progress (SAP). This means the student can track their SAP status to make sure they are making the cumulative 67% completion and 2.0 GPA necessary to be eligible for aid.
- Loan history - so students can keep track of the total amount borrowed.
- Lifetime Pell eligibility - which maximizes out at 600%.
- Student Finance Account Summary.

Available Aid Programs

Federal Pell Grant

The foundation of federal student financial aid, Pell Grants are awarded only to undergraduate students (those who have not earned a bachelor's or graduate degree) who demonstrate financial need.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Supplemental Grants are awarded to undergraduate students. Federal Pell Grant recipients receive priority for FSEOG awards.

Federal Work Study (FWS)

Work-study awards provide part-time employment opportunities for eligible students to earn money to meet college expenses.

Federal Direct Stafford Loan

The U.S. Department of Education provides the funding for student loans which are borrowed money that must be repaid with interest. Student must be enrolled in at least six credits each semester to be eligible. Returning student must have earned 30 credit hours to be eligible to borrow a second-year loan.

Federal Direct PLUS Loan

PLUS loans are available to eligible parents of dependent students who are enrolled in at least six credits each semester. Parent loans are borrowed money that must be repaid with interest.

North Carolina Community College Grant (NCCCG)

This state grant provides funding to North Carolina residents enrolled in a community college who demonstrate limited or no eligibility for Federal Pell Grants. Eligible students must also:

- Enroll for at least six (6) credit hours per semester in a curriculum program.
- Be a North Carolina resident for tuition purposes as defined by the State Residence Classification Manual.

North Carolina Education Lottery Scholarship (NCELS)

This state grant provides assistance to needy NC resident students enrolled at least half-time. Eligibility is determined based on the same criteria as the Federal Pell Grant. Eligible students must also:

- Enroll for at least six (6) credit hours per semester in a curriculum program.
- Be a North Carolina resident for tuition purposes as defined by the State Residence Classification Manual.

Institutional Scholarships

Scholarships are awarded on the basis of financial need, academic excellence, special talent, or any combination thereof. A separate application is required.

Applying for Financial Aid

Apply for FSA ID. It will allow a student to apply online for federal and state financial aid and "sign" the application electronically-no paper is involved. Go to www.fafsa.gov anytime to request your FSA ID.

Complete the Free Application for Federal Student Aid (FAFSA).

Go to www.fafsa.gov to apply for financial aid. A "FAFSA on the Web" worksheet is available online to assist in completing the application.

Eligibility After Graduation

Upon graduation, a student's Program of Study will end and they will no longer be eligible to receive financial aid and veteran's benefits until a new program is declared. Therefore, students must contact the Financial Aid, Veteran and Counseling offices if they plan to continue enrollment in another program beyond graduation.

Financial Need and Expected Family Contribution (EFC)

Most federal and state financial aid is awarded based on need. An EFC number is used to determine financial need:

Cost of Attendance
- EFC
= Financial Need

The EFC is a measure of a family's financial strength and indicates how much of the family's resources should be available to help pay educational costs. The EFC is calculated from the information provided on the FAFSA according to a formula established by law.

Verification

Copies of federal tax transcripts and other documents may be required of financial aid applicants to verify the accuracy of the information submitted on the FAFSA. CFCC will notify applicants of documents required to complete the process upon receipt of FAFSA data.

Notification of Awards

Students will receive a notice announcing that the financial aid award has been processed.

Students who have been awarded Financial Aid, registered for classes, but do not attend at least once by the 10 percent date of the class will be dropped by the instructor as "never attended." Financial aid awards will be adjusted accordingly.

Students who do not qualify for federal or state grant programs will be notified of their non-eligible status.

Programs Not Eligible for Financial Aid at Cape Fear Community College

Students enrolling in the following programs cannot receive financial aid because the programs do not meet the U.S. Department of Education eligibility requirements.

- Air Conditioning, Heating & Refrigeration Technology (certificate)
- Automotive Customizing Technology (certificate)
- Boat Building (Wooden) (certificate)
- Collision Repair & Refinishing Technology (certificate)
- Construction Management Technology (certificate)
- Industrial Security (certificate)
- Electrical Systems Technology (certificate)
- Electronics Engineering Technology (certificate)
- Industrial Systems Technology (certificate)
- Landscape Gardening (certificate)
- Sustainable Gardening (certificate)
- Retention Pond Management (certificate)
- Mechanical Engineering Technology: CAD Drafting (certificate)
- Nurse's Aide (certificate)
- Plumbing (certificate)
- Real Estate Licensing (certificate)
- Special Credit (major)
- Sustainability Technologies:
 - Sustainability Technology (certificate)
 - Sustainability Renewable Energy Technology (certificate)
 - Sustainable Building Technologies (certificate)
- Truck Driver Training (certificate)
- Welding Technology SMAW/GTAW (certificate)
- Welding Technology GTAW/GMAW (certificate)

NOTE: Associate in General Education (AGE) Program – No financial assistance is available for free elective courses taken from curriculum programs that are ineligible for financial aid unless the courses are required for completion of the diploma and/or degree programs in the same discipline.

Ineligible Coursework

Title IV aid (Federal Pell Grants and Direct Student Loans) may only be used towards coursework that fulfill the requirements of the current Program of Study. Title IV aid will be adjusted to exclude payment for coursework not required for the current program of study. Students will be responsible for the tuition and fees for those courses that are not covered by Title IV aid. To avoid unexpected charges, students should run a Program Evaluation through WebAdvisor or Student Planning (Self-Service) after registering for classes to ensure the courses for which they've registered count towards completion of their Program of Study.

Satisfactory Academic Progress for Financial Aid Recipients

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. This policy applies to all students receiving assistance from any financial aid program administered by the Financial Aid Office at CFCC.

Qualitative and Quantitative Standards

Financial aid recipients must meet both a "qualitative" and a "quantitative" standard to maintain eligibility for financial aid. Students must maintain a cumulative 2.0 grade point average (GPA) to meet the qualitative standard. Students must also successfully complete 67 percent of all credits in which they enroll to meet the quantitative standard.

Developmental Education courses (designated by course numbers below "100") are included in the calculation of a student's enrollment status. However, no more than 30 Developmental Education course hours can be used to determine a student's enrollment status for financial aid purposes. "Foundation" courses in math and English are NOT eligible for financial aid funding or inclusion in the determination of enrollment status because their content is below the post-secondary level.

Transfer credits from institutions other than CFCC will be totaled and counted in the determination of completion rate and maximum time frame.

Grades of "W", "WP", "WF", "NC", "NS", "I", "R", "U", "XF" and "F" do not count as successfully completed courses but do count as credits attempted and are used in the determination of enrollment status and maximum time frame. Audited courses are not eligible for financial aid funding and are not included in the determination of a student's enrollment status for financial aid purposes.

A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can repeat a previously-failed course an unlimited number of times. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.

Timing of Measurement

Satisfactory academic progress is measured after every semester. All terms of enrollment at CFCC are included in the measurement, even if the student did NOT receive financial aid. Summer and mini-sessions are also included.

Failure to Achieve Satisfactory Academic Progress

Students who fail to meet either of the progression standards will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student's CFCC e-mail account. Students on warning are eligible to receive one additional semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

If a student fails to meet either standard for a second consecutive semester, s/he will receive a suspension notice. No financial aid will be awarded to a student on suspension until the student corrects the academic progress deficiencies. Students who do not meet the satisfactory academic progress requirements for financial aid eligibility can enroll at CFCC without financial aid to correct the deficiencies.

Appeal Process for Probationary Semester

The right to appeal is granted to any student whose financial aid eligibility has been suspended. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

The student should submit a written appeal to the Financial Aid Office. An appeal letter must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make progress at the next evaluation (i. e., at the end of the next semester of enrollment).

An appeal letter must be accompanied by:

- A typed academic plan clearly stating how the student intends to meet progress standards, and
- A copy of the student's degree audit, which is available on the student's Web Advisor account. The degree audit displays completed courses and courses still required for program completion.
- Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

An appeal submitted without adequate documentation will be denied.

The appeal letter and supporting documentation submitted by the student will be forwarded to the Financial Aid Subcommittee of the Judicial Board. If the student chooses to make his/her own presentation to the Subcommittee, a written request to do so must accompany the appeal letter.

Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid.

The Financial Aid Subcommittee of the Judicial Board will review the appeal within 15 weekdays. Students will be notified of the Subcommittee's decision. The preferred method of notification is electronic; the decision notice is sent to the student's CFCC e-mail account. The decision of the Financial Aid Subcommittee of the Judicial Board is final and no further appeals are allowed.

If the appeal is denied, the student may reestablish financial aid eligibility for subsequent semesters ONLY by taking courses, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (67% completion rate and 2.0 minimum cumulative GPA).

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve a 75% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid after which the student will regain eligibility ONLY by taking a minimum of six (6) credits, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (75% completion rate and 2.0 minimum cumulative GPA). The classes in which a student registers to regain eligibility must be required for program completion. Previously-passed courses which the student retakes will not be included in the determination of Continued on Appeal status.

Maximum Time Frame

To be eligible for financial aid at CFCC, you must complete your degree within the maximum time frame. This means graduating before accumulating 150% of the attempted credits required for completing your major. Attempted credits include all courses taken at the institution, regardless of whether

or not you passed the class. Progression will be monitored using the students' current Program Evaluation. If you do not graduate within the maximum timeframe, your aid will be suspended. If a student earns 67 percent of the credits attempted each semester, the student should complete the program of study within the maximum timeframe. If you have extenuating circumstances, you can appeal your financial aid suspension for maximum timeframe violation only one time.

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not the earned credits apply towards the student's current program or to a previous program. A maximum of 30 hours of developmental coursework will be excluded from the maximum timeframe calculation. Once the student completes a certificate, diploma or degree the credits applied towards that credential will not be included in calculating maximum timeframe.

Maximum Time Frame Appeal

Students who have exceeded the maximum time frame for their declared program of study must submit an "Exceeding Maximum Time Frame" appeal. The student must be meeting the cumulative 2.0 grade point average and 67% cumulative completion rate in order to submit a maximum time frame appeal. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

A complete maximum time frame appeal will include:

1. The "Exceeding Maximum Time Frame" Appeal form, and
2. A copy of the student's degree audit, which is available on the student's Web Advisor account. The degree audit displays completed courses and courses still required for program completion.
3. Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

A student for whom a maximum time frame appeal is approved must complete 75% of all attempted credit hours with a minimum 2.0 grade point average each semester following the appeal approval. Failure to do so will result in suspension of financial aid eligibility.

Additional information and forms required to submit an appeal can be found on the Financial Aid Office website, <http://cfcc.edu/finaid>.

Student Responsibilities

It is the student's responsibility to monitor satisfactory academic progress as it relates to maintaining eligibility for financial aid. The Financial Aid Office assists with periodic measurement and notification to students who fail to meet the standards.

It is the student's responsibility to notify the Financial Aid Office of any grade change made after the official posting of semester grades.

It is the student's responsibility to follow up with the Financial Aid Office if s/he does not receive an appeal determination notice within three weeks of submitting the appeal.

NOTE: The Satisfactory Academic Progress Policy for financial aid recipients is different than the College's satisfactory progress standards maintained by the Counseling Department that places students on academic warning, probation or suspension for failure to achieve a 2.0 grade point average.

Return of Federal Funds

Financial aid is awarded to students under the assumption that they will attend school for the entire period for which financial assistance is provided to them. Per the U.S. Department of Education, students must attend at least 60% of the term to be eligible to earn the funds they are awarded. If student receives all "XF" grades for a semester, aid will be recalculated.

Federal regulations require the College to perform a Return of Title IV calculation for students who enroll at the College using Title IV Funds, but who later stop attending classes, without initiating an official withdrawal. The results of the calculations may include full or partial cancellation of Title IV Funds (Pell Grant, FSEOG, Loans), which may result in the student owing funds back to the U.S. Department of Education.

An account balance will be created if the calculation results in the return of financial aid to the Department of Education's Title IV programs. The funds will be returned to the appropriate federal programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)

Unpaid balances due to CFCC that result from amounts returned will be charged back to the student and must be repaid under the conditions set by the College. Students with unpaid balances may be subjected to the following actions:

- Accounts forwarded to collections for non-payment.
- Registrations for future classes may be dropped.
- Future transcripts requests may be denied.
- Ability to register for classes and/or make changes to class schedules may be suspended.

Last updated: Approved 5/27/17

Tuition/Fees/Books

Students who are eligible for financial aid can charge their tuition, fees and books up to the amount of their awards. If the amount of financial aid received is less than tuition, fees, and books, the student is required to pay the remaining balance at the time of registration or purchase of books.

Students who have been awarded financial aid, registered for classes, but do not attend at least once by the 10 percent date of the class may be administratively dropped as a "No Show." No-Show students will be removed from the class roster and will not be allowed to continue in the class. Financial aid awards will be adjusted accordingly.

Students will receive a check for the excess amount of financial aid remaining in their account following the payment of tuition, fees and books. It is the student's responsibility to make certain that the mailing address on file with CFCC is correct to avoid delays in delivery of refund checks.

Foundation Scholarships

Student scholarships are established through donations to the CFCC Foundation. Criteria for scholarships are specified by a donor or in collaboration with Foundation staff, ensuring the most efficient use of the donation while helping as many students as possible.

The Foundation establishes endowed and Annual scholarships. Endowed scholarships are generated through the investment of permanently held principals from which only the interest is used. Annual scholarships are those from which all funds are dispersed as scholarships rather than as long-term investments. These scholarships are commonly referred to as "pass-through" scholarships.

Merit Scholarships

Many outstanding local high school students want to attend CFCC. To assist them, the CFCC Foundation awards ten Merit Scholarships annually to deserving New Hanover and Pender County seniors who exhibit academic excellence. To qualify for a CFCC Merit Scholarship, you must:

- Be a current high school senior
- Have applied for or been approved to enroll in CFCC in a curriculum program
- Submit a letter of recommendation from your high school principal, guidance counselor, or a high school teacher
- Demonstrate academic potential through high school grades, rank in class, and/or aptitude test results
- Be a US citizen or documented alien

Consideration will be given for non-school activities, work experience and community service. To apply for a Merit Scholarship, students should see their high school counselor or download an application from the Foundation website, <http://cfcc.edu/foundation/>.

The CFCC Financial Aid Office administers scholarships to CFCC students. Students should contact the Financial Aid office for applications, forms and specific information (910-362-7338). Scholarships are subject to change without notice.

For a current list of available scholarships, please go to <http://cfcc.edu/foundation/>.

To learn more, please visit the Foundation website at www.cfcc.edu/foundation for scholarship applications and additional information.

Student Ambassadors

During the spring semester, Student Ambassadors are selected to represent the College and the Foundation at a variety of college-sponsored events such as student registration and orientation, donor recognition events, and graduation.

Student Ambassadors should possess:

- An outgoing personality
- A professional appearance
- High academic achievement
- Strong oral and written communication skills
- Knowledge of the college and community
- The ability to make a positive impression
- Scheduling flexibility
- Access to transportation

- A high level of commitment to CFCC

Ambassadors must maintain full-time student status, a 2.5 GPA, and perform 2-5 hours required volunteer service work per week during their one-year appointment. Candidates must complete an application package and submit three letters of recommendation from faculty and staff of the College and other mentors from external sources. A committee appointed by the Executive Director of the CFCC Foundation interviews ambassador candidates and selects students to serve in the following year. Extensive training for new ambassadors is held during the summer.

Ambassadors receive scholarship funds to apply toward their tuition, fees and books. Official items of clothing are also provided. Applications for the Ambassador program are available to students in February of each year. For more information, visit <http://cfcc.edu/foundation/>.

Veterans Educational Benefits

The Veterans Administration determines the eligibility of students requesting Veterans educational benefits. The staff assigned Financial Aid staff member located in the Veterans' Center processes necessary documentation, certifies enrollment and students' academic progress. Students must be certified each semester for their benefits after they register for classes. The Veterans' Center provides assistance to student veterans in the transition to civilian and academic life. The center also provides guidance in obtaining other VA benefits to eligible students enrolled at CFCC.

Veterans' educational benefits are available to eligible veterans, spouses and children of certain categories of living and deceased veterans and to certain active duty military personnel, reservists and National Guard members.

The Veterans' Access, Choice, and Accountability Act of 2014 ("Choice Act") Section 702 requires Public schools to charge the in-state rate for covered VA beneficiaries that meet the state guidelines beginning July 1, 2015.

Veteran benefit holders are entitled to priority registration.

Maintaining Eligibility for Veterans Educational Benefits

Students receiving veterans educational benefits are required to maintain satisfactory academic progress. CFCC's progress standards appear on page 23 of this catalog. Recipients of veterans educational benefits whose cumulative GPA falls below 2.0 will be placed on academic probation for the subsequent semester. If the cumulative GPA remains below 2.0, the student will not be eligible to receive veterans educational benefits.

Prospective students who are eligible, or believe they may be eligible, to receive veterans educational benefits should contact the Veterans' Center.

Visit <http://cfcc.edu/veterans> for additional information.

Vocational Rehabilitation

This is a program administered by the North Carolina Department of Human Resources. The Division may provide services as are necessary to enable a physically, mentally and/or educationally disabled person to become self-employed. If a prospective student has a disability or is limited in his/her activity because of a

disability, he/she may contact the nearest Division of Vocational Rehabilitation Office for consideration of assistance. The Wilmington Unit Office is located at 3340 Jaeckle Drive, Suite 201, Wilmington, NC. The telephone number is (910) 251-5710.

Student Activity Fee Allocation Procedure

Student Activity Fee Allocation Committee

The Student Activity Fee Allocation Committee (SAFAC) is an internal committee within the Student Services and Enrollment Management Division. The role of the committee is to review and allocate student activity fee funds to active student clubs/organizations for their programs and activities. Active clubs and organizations have completed the annual New Club/Organization Application or Club Renewal Form and have the documents approved by the Department of Student Activities. Clubs/organizations must be in good standing to receive student activities fee allocations. Active clubs or organization in good standing send a representative to at least 75% of the Student Government Association (SGA) General Assembly meetings each semester.

The SAFAC strives to insure that the final allocations are fair and represent the diversity of the campus community. The committee is composed of six members: two student members appointed by the SGA President; one faculty member appointed by the Faculty Association; one staff member from the Student Services & Enrollment Management Division appointed by the Vice President for Student Services, and one standing member who shall be the Assistant Director of Student Activities. The Director of Athletics and Activities, or his/her designee, serves as the chair and as an ex-officio member of this committee. All members except for the "standing" and "ex-officio" members are appointed annually.

The role of the SAFAC ensures collaboration and inclusivity in the process for reviewing budget requests and making recommendations for student club/organization allocations. The diverse composition of the committee serves as a safeguard that provides checks and balances among the constituency groups that are involved in the decision-making process. All meetings of the SGA and the SAFAC shall be open to the public and minutes shall be available upon request. SAFAC meetings will be recorded. These recordings will be made available on the Student Activities website; back-up recordings of SAFAC meetings will be stored and maintained by the Director of Athletics and Student Activities.

Student Club/Organization Fund Allocation Priorities

Allocation of student activity fees are consistent with the following priorities:

1. Established programs that are institutionally supported and recognized. These are generally collaborative programs sponsored by student clubs/organizations and College departments designed to benefit the campus community.
2. A program and/or project, which is educational in nature and is intended to be of service to the entire campus community.
3. Travel for competitions against students and/or teams from other colleges and universities; and student representation or presentations at regional and national conferences.
4. Non-educational programs or projects that are available to the entire campus community. Such programs are intended to create an atmosphere conducive to the development of positive social connections among students, faculty, and staff.
5. A comprehensive program and/or project which provides both educational and/or academic experiences designed to benefit the members of the sponsoring club/organization and/or national / state / regional conferences to benefit the membership of the club/organization.

Note: In addition to the established priorities and before approving allocations of funds, the SAFAC should take into consideration the diversity of student clubs/organizations represented on campus and work to ensure that the distribution of these funds provides the maximum benefit for all students.

Regulations

1. No student activity fee funds shall be used by any person or eligible student club/organization for the personal benefit of any of its members, other persons or another club/organization.
2. Student activity fee funds shall not be used to establish petty cash funds.
3. Student activity fee funds shall not be used to finance, support or influence the voting on any governmental issue at any level and funds may not be used to influence public opinion or legislation.
4. All eligible student clubs/organizations receiving funds from the student activity fee are subject to the general regulations set forth by CFCC and the North Carolina Community College System <http://www.nccommunitycolleges.edu/sbccode/chapter-e-student-tuition-and-fees>.
5. The maximum amount that an eligible club/student organization may be allocated cannot exceed \$500 per academic year.
6. A separate club/organization account will be established. The Business Office maintains the funds for clubs/organizations until such time as the club draws from them.
7. Respective club funds may be expended using CFCC's established purchasing guidelines only <http://cfcc.edu/sacsoc/IMAGES/PURCHASINGGUIDELINES9F1B.PDF?id=0229c922-12b6-e511-b837-d639cd757391>. These guidelines ensure that those persons (CFCC Advisor) within the club/organization are authorized by the College to administer the funds and follow CFCC purchasing guidelines for all business transactions.
8. Any club/organization found to be abusing the student activity fee funds may be ineligible for further allocations of funds during the remaining portion of the academic year. Additionally, the SAFAC committee may find the club/organization ineligible to receive student activity fee funds for the following academic year.

Club/Organization Funding Decision Factors

The SAFAC will use several general criteria in the evaluation of budget requests. They are as follows:

1. The success and effectiveness of the club/organization in planning and executing past programs. Newly established club/organizations will not be judged by this criterion.
2. The quality and thoroughness of the written applications. Clubs/organizations are responsible for ensuring that the application is completed thoroughly and in its entirety.
3. Only clubs/organizations registered through the Department of Student Activities are eligible to receive funding.
4. Funding decisions and allocations will be made in a viewpoint neutral manner and will not be done because of an activity/organization's point of view or message.

Funding Allocation Process

1. Clubs/organizations are required to outline plans for proposed activities; including dates, locations, and budget. Plans should be reviewed and approved by club/organization advisors. All clubs/organizations planning to request funds from the SAFAC are required to submit the online CFCC Club/Organization Activity Funds Request Form 30 days prior to the date funds are needed.
2. SAFAC will convene monthly review sessions, following scheduled SGA meetings, to discuss funding requests. Funding decisions will be conveyed to student clubs/organizations via email within one business day.
3. SAFAC shall entertain appeals from student clubs/organizations. The appeal process is outlined in the next section.
4. Clubs/organizations will do their best to raise other funds for activities each respective club/organization wishes to participate in. Active clubs/organizations in good standing can request that student activities match total amounts raised by 50% (Cap \$500) per academic year.

5. Student Activities will only match a percentage of funds raised by clubs/organizations over the academic school year (subject to funds availability and a approval).

NOTE: Student activity fund requests must go before the SAFAC to be approved; no funds will be allocated or distributed without the committee's endorsement.

Appeal Process

All appeals must be filed in accordance with the guidelines established by the Student Activity Fee Allocation Committee (SAFAC). Appeals shall be submitted in writing to the Vice President for Student Services and Enrollment Management within ten (10) business days of funding notification. The written appeal must outline the specific funding decision being appealed and the reason for the appeal.

Appeals may only be based upon the following criteria:

1. Established policies and procedures were not followed.
2. The funding decision was arbitrary or capricious. The fact that the SAFAC did not fund a request at the requested level does not constitute grounds for an appeal

Last updated: Approved 2/11/17

Student Support Services

Academic Advising Center

Academic advising engages students in developing a plan to reach educational and career goals and helps students select and register for the courses they need to stay on track. Advising services are available to students in the Academic Advising Center, which is located on the second floor of the Wilmington Campus' Union Station room U-240. Advising services are also provided on the North Campus through the Student Services office located in the McKeithan Center. Students are seen on a walk-in basis or may call (910) 362-7859 to schedule an appointment. Please refer to our website cfcc.edu/advising for specific hours and other helpful information.

New students are encouraged to visit the Academic Advising Center for help in selecting classes and registering for their first semester at CFCC. Students may use the center's computers for web registration. Additionally, students enrolled in college transfer programs are encouraged to visit the Academic Advising Center for help in developing a transfer plan to a 4-year college or university. During registration, this transfer plan will assist the student in selecting courses that will help meet admission and program requirements at the 4-year school. To further assist students with transfer planning, the center hosts visits from regional 4-year college and university admission representatives throughout the academic year.

Career Development

Career development services are available through the Academic Advising Center at the Wilmington and North Campus locations. Career counselors assist students with career decision-making and choosing a major. They also provide information related to employment trends, educational requirements, and important data related to different industries. Job placement assistance including resume writing, interview techniques and preparation, as well as other employment readiness planning is also available to students and graduates. Career events are planned throughout the year to bring employers and students together. Current job listings are provided through Career Connection, CFCC's online job board. This resource gives students, graduates, and employers an opportunity to connect with each other through the

myCFCC web portal. For more information or to schedule an appointment, students may call (910) 362-7047 or email careerdevelopment@cfcc.edu.

Counseling

Confidential academic, personal, and career counseling services are provided on an ongoing basis to all students. The counseling staff is available Monday through Friday on both campuses. Please refer to our website for specific hours based on campus location. Summer hours may vary. Students are seen on a walk-in basis or appointments may be made by calling (910) 362-7017 (Wilmington Campus) or (910) 362-7523 (North Campus).

The professional counseling staff is experienced in assisting students in developing skills and attitudes needed to deal effectively with their academic environment.

Students who are uncertain in selecting their major course of study or who are experiencing academic difficulty are encouraged to seek the assistance of a counselor. Students with personal concerns that may interfere with their academic success are also urged to seek guidance from the counseling staff.

When appropriate, and with the student's permission, the counseling staff may make referrals to community resources/agencies.

Disability Support Services

Cape Fear Community College and all employees shall operate programs, activities, and services to ensure that no otherwise qualified individuals with disabilities shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disabilities. Disability Support Services provides numerous services that assist students in reaching their academic goals. Assistance may include services such as registration assistance, academic counseling, student advocacy, interpreters for the deaf or hard-of-hearing, assistive technology, and other reasonable accommodations. To be eligible for Disability Support Services, students must provide professional medical, psychological, and/or educational documentation of their disabilities, including associated functional limitations, to the Disability Support Services' staff. If classroom adaptations or interpreters are necessary to participate in class, advanced notice of 4 weeks is recommended in order to guarantee such services.

Students who have a disability are encouraged to contact the Disability Support Services office to arrange a confidential discussion. Individuals wishing to schedule an appointment with a staff member are encouraged to call ahead at (910) 362-7800 or email at dss@cfcc.edu. Walk-in appointments are accepted as staff is available. The Disability Support Services office at the Downtown Campus location is located in Union Station, Suite 218. Please call (910) 362-7800 in order to schedule an appointment to be seen at the North Campus location (McKeithan Center-100H), the Alston W. Burke Center at Surf City Center location, or the Burgaw Center location.

A student with a grievance based on discrimination, a accommodation issue, and/or denial of services based on a disability, are to be filed initially with the Director of Disability Support Services. If this action does not result in an acceptable resolution of the issue within the standards of CFCC's policies and procedures and/or the standards of the class/curriculum, then the student should consult with the Dean of Student Affairs by referring to the Complaint Form for an alleged violation (<http://cfcc.edu/osa/complaint/>).

Nixon Minority Male Leaders Program

The Nixon Minority Male Leaders Program is a student mentoring initiative designed to support the educational and professional aspirations of minority male students enrolled at CFCC. The program's center is located on the first floor of the Union Station building in room U-152 and provides resources that assist minority males and other students in reaching academic and professional aspirations. The goals of the program are to facilitate higher retention, persistence, graduation and/or transfer rates for all participants. All students are welcome to the program as it works to achieve the mission of the college by offering tutoring, professional development workshops, social empowerment activities, and student coaching. Our graduates and transfers move on to universities and careers across the United States. We strive to continue to develop students into hard working, productive, socially conscious citizens that are prepared to lead. Whether it is providing study skills training, networking events, or finding scholarships for promising students, the Nixon Minority Male Leaders Program endeavors to improve student success through academic program completion and career achievement.

Learning Lab

The Learning Lab provides free educational support and access to computers to promote student success and academic independence. Masters-level and Bachelors-level facilitators along with experienced student tutors cater to individual learning styles to help students develop self-reliance and build self-esteem.

The Lab provides the following:

Free tutorial assistance:

- in many CFCC curriculum courses (face-to-face as well as online), Adult Basic Skills, and GED/Adult High School readiness
- for Supplemental Instruction that assists students in traditionally challenging courses through facilitated group sessions. These courses may include ACC, BIO, CHM, PHY, MAT, MSC, and other courses as needed

Drop-in help is available for the following:

- basic skills in reading, writing, and grammar
- all math classes from the basics to advanced calculus
- all science courses such as anatomy & physiology, biology, chemistry, physics
- Spanish language courses
- Film and Video Production courses
- building stronger academic skills
- guidance and materials to prepare for the PSB Test for Health Science careers
- free access to over 100 computers for students to complete assignments and type papers
- assistance developing computer skills applicable to schoolwork and students' future careers

Additional services:

Academic skills workshops on Time Management/Study Skills, Note and Test Taking Skills, Plagiarism, and Resume and Cover Letter Writing upon request

Learning Lab-Wilmington Campus

Computer Lab-Room L-218 • Health Sciences/Learning Resources Center

Math Lab-Room S-606 • McLeod Building

Writing Center-Room L-219 • Health Sciences/Learning Resources Center

Science Lab-Room N-407 • Natural Sciences Building

Hours: Monday-Thursday from 8:00 a.m. to 8:45 p.m.

Friday from 8:00 a.m. to 5:00 p.m.

Saturday from 10:00 a.m. to 2:00 p.m. (not all services are available, call 910-362-7476 for more information)

(Hours are subject to change)

For more information about the Wilmington Campus Learning Lab or for summer hours, please call (910) 362-7476.

Learning Lab-North Campus

Computer Lab-Room NA-113I • McKeithan Center

Tutoring Center-Room NA-113J • McKeithan Center

FVP Lab-Room NA-102 • McKeithan Center

Hours: Monday-Thursday from 8:00 a.m. to 6:00 p.m.

Friday from 8:00 a.m. to 3:00 p.m.

Saturday-Closed

(Hours are subject to change)

For more information about the North Campus Learning Lab or for summer hours, please call (910) 362-7554.

Campus Life

Expressive Activity Policy

Right to Know Act

Health Services

Student Activities

Learning Resources Centers (LRC) Student Expectations, Rights, & Responsibilities

Library

TV Studio

Expressive Activity Policy

1. POLICY STATEMENT

Cape Fear Community College (CFCC) upholds the freedoms of speech and expression guaranteed by the First Amendment of the U.S. Constitution for all members of the College community. The College is a place where all ideas and opinions may be expressed freely. The right to free speech and expression does not include unlawful activity that endangers the safety or well-being of any member of the College community. Further, it does not include any activity that interferes with the education of other students or the mission of the institution.

The College has the right, under appropriate circumstances, to regulate the time, place, and manner of exercising these and other constitutionally protected rights.

Providing forums for expressive activity is important because members of the College community have a right to hear, see, and experience diverse intellectual and creative inquiry. Defending that right is a fundamental obligation of the College. Controversy cannot be permitted to abridge the freedoms of speech, thought, expression or assembly.

2. NO ENDORSEMENT

Although expressive activity is allowed, it is not endorsed by the Board of Trustees or the College unless specifically approved as a College-sanctioned activity. No individual or group may claim approval or endorsement by the College except with prior written approval by the President or designee.

3. FORUMS FOR EXPRESSIVE ACTIVITY

To facilitate the free exchange of ideas, the College has established space on the College's premises that may be used by any person, including external groups and other campus guests, for expressive activities. Such activities are inclusive of literature distribution. This use may be without permission or approval from the College so long as the area has not been previously reserved or scheduled for a particular function; no sound amplification is used; and the participants do not violate other College policies. Although it is not necessary for a person using one of the designated outdoor spaces to obtain prior permission from the College, CFCC encourages such persons to contact the Office of Community Relations for scheduling purposes to minimize possible conflicts.

3.1 OUTDOOR LOCATIONS

The College has set aside outdoor areas for forums, rallies, demonstrations, and other similar activities. These areas may also be reserved through the College's space reservation system (Community Relations Office). Organizations or individuals who reserve these areas have priority. The outdoor areas currently designated for expressive activity are:

3.1.1. Downtown Campus: The grassy area in front of the Burnett (W) Building on Water Street.

3.1.2. North Campus: The covered brick patio between the Eric B. McKeithan Center and the soccer field.

3.2 ADDITIONAL SPACES FOR EXPRESSIVE ACTIVITY

Members of the College community and external guests may also utilize other spaces on College premises for expressive activities on a first-come-first-serve basis such as: courtyards, walkways, grassy areas, and all other areas of the College's premises (including without limitation hallways, lobbies, offices, classrooms, libraries, cafeterias, and auditoriums). Participants must not violate College policies or use sound

amplification for expressive activities. Similar to the guidelines outlined in Section 3.1, CFCC encourages the College community and external guests to contact the Office of Community Relations for scheduling purposes to minimize opportunities for disruption to the College's educational and administrative functions.

3.3 External groups and individuals also have access to those public forums that may exist on the city sidewalks, city parks, and other public non-College properties that are near or adjacent to the College campuses.

4. POLICY EXPECTATIONS

At CFCC, anyone may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations on college premises. To ensure the safety of all members of the College community, and the functional integrity of the institution's educational mission, the following points are emphasized as policy expectations:

4.1. All such activities must be peaceful, avoiding acts or credible threats of violence and preserving the normal operation of the College.

4.2. No event shall infringe upon the rights or privileges of anyone who disagrees with the content of expression conveyed.

4.3. No one will be permitted to harm others, damage or deface property, block access to College buildings, or disrupt classes.

4.4. The enforcement of these conditions will not depend in any way on the message or sponsorship of the act or event.

4.5. Members of the College community who engage in expressive activity shall continue to be fully responsible for their educational or occupational obligations.

If an expressive activity does not satisfy these policy expectations, disrupts College operations or creates a safety hazard, College officials will require the activity to be relocated or rescheduled. Students, employees, and or community visitors who do not abide by the established policy expectations may be subject to discipline by the College and/or law enforcement.

5. SPACE RESERVATION PROCEDURES

The President or designee shall implement space reservation procedures that comply with this Policy.

5.1 CONSIDERATIONS FOR EVALUATING SPACE REQUESTS

CFCC administration and the Office of Community Relations will consider the anticipated size, required accommodations, noise levels, traffic, time, relationship to nearby areas, security needs, and the evaluation of other relevant scenarios to determine (a) whether a suitable location exists and (b) whether health and safety concerns require special precautions or arrangements.

6. DEFINITIONS

For the purposes of this Policy, (1) "expressive activity" means public speech protected by the First Amendment to the U.S. Constitution, which includes, by way of example and not limitation, attempts to address all or portions of the College community with the intention of expressing social, political, religious, artistic, or other views; to disseminate written materials; or to request, accept, collect donations or contributions for a non-profit purpose and (2) "College premises" means property owned, leased, managed, or otherwise controlled by the College including without limitation green space, courtyards, walkways, buildings, and vehicles.

Last updated: Approved 1/11/17

Health Services

Cape Fear Community College does not maintain health facilities or medical services. The responsibility for medical services rests with the student. In the case of illness or injury on campus, Emergency Medical Services may be called to assist individuals.

First aid kits are available in labs and the Student Services and Enrollment Management office.

Learning Resource Centers (LRC)

The Learning Resource Centers include the libraries, TV studio, and Online Learning. The Wilmington Campus LRC is located on the second floor of the Health Sciences/LRC building. The North Campus LRC is located on the first floor of the McKeithan Center (NA-113).

Additional information about the LRC is available at our website: <http://cfcc.edu/lrc/>.

Library

The Wilmington and North Campus libraries provide resources, services, and instruction that directly contribute to student success. The libraries have approximately 54,000 books, 500 current print periodical subscriptions, and over 16,000 audiovisual items. A wide range of more than 100+ electronic resources, including NC LIVE, is accessible online through the libraries. These e-resources contain thousands of full-text articles from more than 15,000 newspapers, journals, magazines, and encyclopedias and access to 189,000+ ebooks and 2,500 videos. Students may use the libraries' 60 computers or their own computers to access these resources via the Internet. Students can also access the Surf CFCC wireless network from the libraries. A current CFCC ID is required to check out library materials. For individual reference or research assistance or to schedule an instruction session or tour for a class, contact the Reference Desk at (910) 362-7034 or via email: lrcref@cfcc.edu. Library staff and resources will assist you with reference questions, help you meet your course objectives, supplement classroom assignments, and enable you to pursue topics of interest.

TV Studio

The TV studio provides students with a laboratory setting for learning the tools and tasks needed to produce television content. The studio also produces programming for broadcast on The Learning Network and creates promotional videos highlighting CFCC students and programs and provides video services in support of the curriculum.

Right to Know Act

Anyone wishing to obtain information about first-time students' rate of persistence and/or graduation rates should contact the Office of the Executive Director of Institutional Effectiveness and Planning.

Cape Fear Community College measures and reports retention, graduation and transfer rates, along with seven other institutional performance standards, on an annual basis and in accordance with definitions and standards established by the North Carolina State Board of Community Colleges. Establishment of these

common performance measures of institutional effectiveness, along with definitions and standards for each, are the result of a mandate by the N.C. General Assembly to review past performance and define standards of performance to ensure quality and effectiveness of programs and services in all of the 58 community colleges. Please refer to CFCC's performance report on these measures. Historical data and additional details may be viewed at <http://cfcc.edu/ie/>.

Student Activities

Extra-curricular activities are an important part of the total educational program at Cape Fear Community College and fulfill the College's mission by providing a variety of activities that enrich students' lives. The goal of Student Activities is to accommodate student diversity in backgrounds, abilities, interest, and career objectives; enhance academic success; and promote diplomacy, unity, self-discipline, physical and emotional well-being, and leadership skills. The Student Activities Office is located in the Health Sciences Building (L112) and offers space for the many clubs at CFCC to hold their monthly meetings and is the home of CFCC Athletics. Student Activities also provides services, programs, and facilities for the students, faculty, and staff of the College.

Athletics and Intramural Activities

Cape Fear Community College is a member of the National Junior College Athletic Association (NJCAA), competing in Region 10, a high level of competition. College athletics may include basketball, volleyball, golf, soccer, and other NJCAA sponsored sports depending on student interest and facilities availability. Students participating in intercollegiate athletics must meet NJCAA/NCAA eligibility requirements and standards. Individuals participating in college athletics must be a high school graduate/GED, and/or obtained a GED currently enrolled at CFCC and be in good academic standing. The goals and objectives of intercollegiate athletics are listed below:

Goals:

- To enhance academic success of student athletes
- To provide opportunities for participation in competitive college sports
- To promote the development of self-discipline and leadership skills

Objectives:

- Monitor the academic grade point average of collegiate student athletes
- Develop and monitor sports activities based on student interest as gleaned from Student Interest Survey and participation
- Monitor the retention and graduation/transfer rates of student athletes

Intramural Program

The CFCC Intramural Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

The intramural program includes a wide variety of events. Past activities have included a table tennis tournament, 3 on 3 basketball, kick ball, flag football, volleyball, and other competitive activities based upon the overall interest of the CFCC students, faculty, and staff. General information and registration materials for intramural sports may be obtained through the Student Activities Office (L-112).

Student Government Association

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Cape Fear Community College. The SGA is a democratic organization and as such elects officers each year. The State Board of Community Colleges, the CFCC Board of Trustees, and the administration, faculty, and staff fully support the SGA. This support is most visible in the office of the SGA President who, upon election to that office, automatically becomes a member of the Board of Trustees and the College Council. Additionally, students have SGA representatives on standing college committees. These committees are charged with annually reviewing and recommending changes to the College.

The Student Government Association is an active organization; it is the voice of the student body and has paved the way for good lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in a program of self-government.

The SGA is governed by its Constitution and By-Laws. Copies of these documents are available in the Student activities office (L-112 or the Student Government Office S-400).

Social Activities

The social development of the student is an important phase of the total educational program at Cape Fear Community College. Under the sponsorship of the SGA, social events include concerts, cookouts, holiday celebrations, charity events, tournaments, athletic events and various other student body activities.

Student Ambassadors Program

Each year the College selects student ambassadors to represent CFCC at various college functions and special events. These students are selected based on their leadership ability, academic achievement, college involvement and their desire to assist other students and represent the College. The major purpose of the program is to teach students the importance of responsibility and teamwork, raise self-esteem and create a well-rounded college experience.

Phi Theta Kappa

The Phi Theta Kappa International Honor Society encompasses the upper ten percent of all students enrolled in the two-year college system. Alpha Chi Sigma is the CFCC Chapter of Phi Theta Kappa. Membership in Phi Theta Kappa is extended by invitation only. Today Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, and Palau. The innovative programs and services and array of membership benefits offered by Phi Theta Kappa are unequalled among honor societies. Programs and projects focus upon the Society's Hallmark of Scholarship, Leadership, Service and Fellowship. To be eligible for membership a student must complete a minimum of twelve hours of associate degree course work and generally earn a grade point average of 3.5 or higher.

CFCC Honors Program

Mission Statement: The Honors Program at Cape Fear Community College is an academic enrichment program designed to increase the educational experience of students who demonstrate academic

excellence. The program offers students distinctive coursework that provides an opportunity to engage in an academically rigorous experience with other outstanding students; and the program allows students to develop skills in effective communication, critical thinking, independent learning, and scholarly exploration. The Honors Program will assist the growth of students both academically and personally and help ensure their continued academic success at Cape Fear Community College and beyond.

Honors Program Eligibility

Students must be enrolled in an Associate in Arts, Associate in Science, or Associate in Fine Arts program and meet one of the following criteria:

- **Current CFCC Student:** If you are a **current** CFCC student with a **3.5 GPA** in at least **12 Credit Hours** completed at college level, then you are eligible for the Honors Program.
- **Recent High School Graduate:** If you are a recent high school graduate with a **3.5 GPA (unweighted)** or a **3.75 GPA (weighted)** in high school, then you are eligible for the Honors Program.
- **Early College High School:** If you are currently enrolled in an early college high school with a **3.5 GPA (unweighted)** or a **3.75 GPA (weighted)** in high school **or** a **3.5 GPA** in at least **12 Credit Hours** completed at college level, then you are eligible for the Honors Program.
- **Career and College Promise (Dual Enrollment):** If you are currently in high school and taking college courses through a Career and College Promise program with a **3.5 GPA (unweighted)** or a **3.75 GPA (weighted)** in high school **or** a **3.5 GPA** in at least **12 Credit Hours** completed at college level, then you are eligible for the Honors Program.

Benefits to Honors Students

- Honors designation on the degree/diploma
- Recognition at graduation as an "Honors Program" graduate after the successful completion of at least 12 SHC of honors work (4 honors designated academic courses)
- Transferability of CFCC honors credit to several honors programs at North Carolina four-year institutions
- Increased competitiveness and preparation for leadership roles
- Smaller class sizes
- Increased academic rigor
- Honors advising and mentoring
- Priority registration

To apply to the CFCC Honors Program or for additional information go to www.cfcc.edu/honors.

Clubs and Organizations (*active)

- Anthropology
- Brazilian Jiu Jitsu
- Business Technologies
- Cape Fear Association of Nursing Students (CFANS)
- Community Involvement and Service Learning (CISL)
- Computer Technology
- Creative Arts
- Culinary

- Dental Hygiene
- Environmental Concerns Organization (ECO)
- E.V.O.L.V.E.
- Feminist Alliance
- Flying Pigs
- Honors
- IASL (Interpreter American Sign Language)
- International Student Club
- Live Production Technologies
- Mathematics
- NAMI On Campus (National Alliance on Mental Illness-Psychology)
- Nixon Minority Male Leaders Program
- Pharmacy Technology
- Philosophy
- Phlebotomy
- Pineapple Guild (Hospitality/Hotel/Restaurant)
- Political Science Club
- Portals Literary and Arts Magazine
- PHI THETA KAPPA (ΦΘΚ) Alpha Chi Sigma (ΑΣΧ) Chapter
- Pride
- Ratio Christi (The Reason For Christ)
- Salt~n~Light Club (Campus Ministry)
- Student Engineers Association
- Student Government Association
- Student Veterans Association
- SOTA (Occupational Therapy)

Former Clubs and Organizations – (inactive)

- Aikido
- Align Your Sails
- Architectural Technology
- ASID
- Biology
- Boat Building
- Cardiovascular Sonography
- Ceramics
- Chorus
- Christian Inquiry
- Collegiate Secretarial
- Cosmetology
- Creative Minds (Creative Writing)
- Criminal Justice
- Deaf and Hearing Impaired
- Dental Assisting
- Drama
- Engineering Technology Club (ETC)

- Entrepreneur
- Fellowship of Christian Athletes (FCA)
- F.O.C.U.S (Film)
- French
- French Cine
- Gender Studies
- Geology
- Global Diversity
- Green Building
- Industrial Electricity
- Instrumentation
- Interior Design
- Jazz
- Machining Technology
- Mechanical Engineering/Drafting and Design
- Metals Guild
- Nuclear Technology
- Nursing ADN and LPN
- Paralegal Technology
- Practical Nursing
- Radiography
- Science
- Spanish
- Sociological Society (CFSSS)
- Sonography
- Spanish Community Interpreter
- Students for a Free Tibet
- Surfrider

Student organizations and clubs that help fulfill the mission of CFCC, accommodate student diversity, enhance academic success, promote diplomacy, unity, discipline, physical/emotional well-being, and develop leadership skills are an important part of Cape Fear Community College.

New student organizations and clubs may be approved by the Vice President for Student Services and Enrollment Management, in consultation with the Director of Athletics & Student Activities, after written application is submitted to the Director of Athletics & Student Activities. The written application must state the proposed name of the organization, the names of all students proposing the organization, the name of at least one faculty/staff member (full-time CFCC employee) who has agreed to serve as a sponsor to the group, and a complete description of the proposed activities of the group including, but not limited to, (1) purpose statement, (2) goals, (3) complete description of the organization's proposed activities, and (4) Club Constitution.

Once a student organization and/or club is approved, each activity must be individually approved by the Director of Athletics & Student Activities before it is undertaken. Student Activity Forms are available from the Director of Athletics & Student Activities. It is the primary responsibility of the proposing organization to provide accurate and complete descriptions of individual activities of the organization. Inactive student organizations and/or clubs may be disbanded at the College's discretion.

Guidelines for Display or Distribution of Handbills, Posters, or Other Materials by Student Clubs, Community and Non-Profit Organizations, and Individuals

The College would like to provide educational opportunities to its students and others in the college community and believes that public expression through displays or distribution of handbills, posters, or other materials can play an important role in accomplishing this goal. The College also believes firmly in its obligation to college employees and its students to provide an environment that is conducive to learning. Public expression that enhances this environment by affording students and others in the college community exposure to a variety of ideas is encouraged. Subject to the terms and conditions set forth in these procedures, to any rules or regulations established by the College pertaining to display or distribution, and to other applicable laws, rules, and regulations, an organization or individual may display or distribute handbills, posters, or other materials that are aimed at providing information to students.

The following guidelines apply to materials posted on the campus of Cape Fear Community College, regardless of the source of those materials. They include:

- Posted information shall not contain obscene or libelous information or other information that is not protected by law.
- Information will not be placed over existing notices. Outdated material will be removed to make room for timely information.
- All event items must be removed by the sponsoring organization immediately following the event.
- All notes to be posted in stairwells, at doorways, or in other college locations not otherwise permitted in these guidelines, require approval by the Vice President for Student Services and Enrollment Management five work days (Monday through Friday) in advance of the proposed posting.

Due to extreme space limitations, information to be posted by student groups, community groups, or individuals in areas other than those reserved for Phi Theta Kappa and academically-oriented student clubs will be posted for a maximum of two weeks and must be no larger than 8.5" x 11".

Items not approved in the prescribed manner will be removed and discarded.

Placement of information on vehicles of others on campus is prohibited.

The College reserves exclusive rights to re-arrange materials to accommodate the display of additional materials, to establish limits on the amount of information organizations may display, and to deny additional requests when all designated space is being used.

Failure by any organization or individual to abide by CFCC guidelines will be grounds for denying additional requests from the same organization or individual.

The College will grant access by an eligible organization or individual to areas of College premises, designated for public expression on a neutral basis, in accordance with these procedures. A grant of access to any particular organization or individual does not mean that the College endorses the beliefs, practices, or views expressed by that organization or individual, and outside organizations and individuals are expressly prohibited from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College or that any publication, announcement, or other form of expression provided by the organization or individual has been approved by or is associated with the College. Areas of college premises designated for public expression will not be denied to any organization or individual on the basis of the content of information sought to be provided by or the convictions or affiliations of that organization or

individual. Any organization or individual who believes that the opportunity to display or distribute handbills, posters, or other materials has been denied improperly may appeal the denial by providing written notice of the appeal to the Vice President for Student Services and Enrollment Management within three business days of the date on which the organization or group has been advised of the denial. Information supporting the appeal (which may include a written statement or, at the election of the individual or group, a conference with the College's Judicial Board) also should be provided. As a general rule, the Judicial Board will make a final decision within five business days of receiving the appeal and any written information or, if a conference with the organization or individual has been scheduled, after conducting the conference.

Given the varying nature of different organizations and the wide-range of notices that individual students and/or college personnel may wish to post on occasion, additional guidelines apply to certain types of organizations and individuals, as noted in the following information:

Academically-Oriented Student Clubs

Academically-oriented student clubs that are directly linked in name, purpose, and practice to specific instructional disciplines or programs offered at CFCC may post discipline-related displays and materials, including announcements of upcoming club meetings, on College bulletin boards in their respective academic departments, subject to advance approval of faculty sponsors, department heads, and the appropriate division deans.

Other student clubs and community and non-profit organizations may distribute or display information relating to the approved purpose including announcements of upcoming meetings, in accordance with the following guidelines:

All items displayed by other student clubs in the category must be approved by the faculty/staff sponsor and the Vice President for Student Services and Enrollment Management. Items submitted by community and non-profit organizations must be approved for display by the Vice President for Student Services and Enrollment Management. The Vice President for Student Services and Enrollment Management will consider all requests for display and distribution in light of the availability of areas that are designated for such purposes and the availability of space for the proposed display or distribution within any designated area(s). Requests for access to distribute or display publications will be reviewed and granted on a first-come, first-serve basis. The College will communicate its approval or disapproval of a access for distribution or display and any conditions of access to the requesting organization or group, generally within three business days after the request is submitted. Access for display or distribution of materials will not be provided if previously approved requests for a access to display or distribute materials have resulted in space being unavailable for additional displays or distributions within any designated area(s). Approved materials may be displayed on the designated bulletin board(s). No one club may use a disproportionate amount of the allotted space unless other clubs do not elect to display information.

Committee organizations and individuals may display approved notices on designated bulletin board(s).

Student Publications

All student publications, printed and electronic, are supervised by the Director of Athletics & Student Activities, and the Vice President for Student Services and Enrollment Management. Students are invited to submit information to the Director for possible inclusion in printed material. All material must adhere to the canons of responsible journalism, including the avoidance of libel, indecency, vulgarity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Vice President for Student Services and Enrollment Management has the authority to determine responsible journalism and to prohibit the publication of any material in violation of the canons of responsible journalism.

Student Participation in CFCC Activities

Student success at Cape Fear Community College is based upon academic excellence. Accordingly, students should attempt to attend all scheduled class and laboratory sessions. Participation in extra-curricular activities is also important to the total education and personal development of CFCC students. Occasionally, a student may be required to miss a class session in order to participate in college-sponsored activities such as athletics, Phi Theta Kappa Honor Society, CFCC Ambassadors, Student Government Association, program conferences and competitions, and other activities approved by the Director of Athletics/Student Activities.

College officials sponsoring such approved student activities are expected to provide advance notice to faculty of anticipated absences and the list of students who will be participating. In addition, participating students must also inform their instructors in advance of such anticipated absences and are expected to make advance arrangements for making up all missed assignments. In such cases, class time missed will not usually be counted as absences provided participating students are otherwise in good academic standing.

If a faculty member believes that missing class due to a student activity is detrimental to the academic success of a specific student, the faculty member may request that the Vice President for Student Services and Enrollment Management (or his/her designee) review that student's overall academic and attendance records to determine if the student's absence warrants exemption from the College's regular attendance policy.

Students who disagree with the Vice President's decision may appeal to CFCC's Judicial Board according to the College's Grievance Procedure.

Student Expectations, Rights, & Responsibilities

Student Records

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

Rights of Students

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view

his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the student's permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies.

Rights of Parents

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level have the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the student's academic record unless the student gives written consent to the Registrar's Office. The College assumes that all students are independent adults attending an institution designed for a adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

Rights of Faculty

The faculty of the College has a legitimate educational interest in a student's academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the student's faculty advisor, and the appropriate department head and division chair. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a student's record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the student's written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

Rights of Administration

Student Services and Enrollment Management and specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Services and Enrollment Management will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The president, vice presidents and deans of the College may access student records when needed to facilitate the student's educational pursuit. College administrators may disclose a student's educational records to appropriate parties in connection with a health or safety emergency. Furthermore, College administrators have the right to contact parents of any student under the age of 21 that has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

Directory Information

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email address.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Registrar's Office. Requests for non-disclosure must be filed annually. The College assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

Under the Family Education Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment, students are granted a certain level of privacy with respect to their educational records. The complete text of The Buckley Amendment is available for review in the Registrar's Office.

Patent and Copyright Policy

Every invention, discovery, material, work, product, or any part thereof, that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with, the College and that is produced or brought about in any fashion with the aid of the College's facilities, staff, or through funds administered by the College shall, as between the College and the full or part-time employee, student, or outside consultant, be the property of the College. Any patents, trademarks, trade names, and/or trade secrets shall belong to the College and any legal protection applied for shall be applied for by the College or through an authorized agent, assignee, or licensee in the name of the College.

As a general rule, all rights to copyrightable material are the property of the creator. The creator shall be deemed to be the College where a specific contract so provides, where a full or part-time employee, student, or outside consultant is employed for the purpose of producing a specific copyrightable work, or where necessary to reflect the contribution of the College to the work, as in the case of software or audiovisual material of any kind.

As between the College and The State Board of Community Colleges, ownership of any of the above-described items shall be determined in accordance with applicable regulations of the State Board of Community Colleges.

The College may charge a reasonable rental fee for use of any of the above-described items and, further, if such item is a learned journal, work of art, book, publication, textbook, library book, form bulletin, or instructional supply, then it may, as allowed by the Umstead Act, be offered for sale by the College.

This policy shall be deemed to be a part of any existing and/or future employment or consulting agreements of the College. (approved by the CFCC Board of Trustees, March 17, 1994)

Computer Acceptable Use Policy

Purpose

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account is a serious violation of this policy.
3. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College's name, network names, or network address spaces.
4. All computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources.
5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, without the expressed permission of the author or creator.
6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
7. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games or participating in chain letters or Ponzi schemes.
8. Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, applications or data. The College's computing resources shall not be used for illegal activities.

9. Users learning of the misuse of the College's computing resources or violations of the Acceptable Use Policy must notify a faculty member of the College or other College official immediately.
10. Any student identified as initiating or participating in the verbal, social, or physical bullying; whether in person, through social media or through electronic devices will be subject to disciplinary action as determined by the Office of the Vice President of Student Services and Enrollment Management.

Enforcement

Failure to follow the Acceptable Use policy and/or any misuse of the College's computing resources may result in the suspension or revoking of access accounts, removal from the class with a grade of "F", as well as other College disciplinary sanctions including but not limited to conduct warning, probation, suspension, or dismissal from the College. All College policies and procedures are applicable to users of the College's computing resources. A violation of the Acceptable Use Policy is considered participation in an activity which disrupts the educational process of the College and is a violation of the Code of Conduct, as well as other applicable policies and procedures of the College. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

Last updated: Approved 1/19/17

Drug and Alcohol Policy

1. Cape Fear Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who unlawfully uses, possesses, sells, gives, or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College, and referred for prosecution.
2. The term controlled substance means any drug listed in CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and Crack among others. They also include legal drugs that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the College community are responsible for knowing about and complying with the Cape Fear Community College Drug/Alcohol Policy.
3. Any employee or student who is convicted of violating any criminal drug or alcoholic beverage statute while in the workplace, on College premises, or as part of any College sponsored activity will be subject to disciplinary action by the College up to and including termination or expulsion and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other misdemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary status to enrollment expulsions and employment discharges. The College may also require the employee or student to successfully complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/alcohol involvement may be suspended pending any legal proceedings, if it is determined by the president or designee that the persons continued presence within the College would pose a serious and immediate danger to the health or welfare of other persons within the College.
4. Each employee or student is required to inform the Executive Director of Human Resources or the Vice President for Student Services and Enrollment Management, respectively, in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such

- violations occurred in the College workplace, on College premises, or as part of any College sponsored activity. A conviction means a plea or a finding of guilt (including a plea of nolo contendere) and the imposition of a sentence by a judge or jury in any federal or state court.
5. College Administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

For those students or employees receiving or working under a federal grant, the College must notify the United States governmental agency from which a grant was made within ten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the College within 30 calendar days from the receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.

Legal Consequences

The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service. A drug conviction can disqualify a student for federal student aid. A record of a felony conviction may prevent a person from entering a chosen career. North Carolina law makes it illegal to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic controlled substances.

Under North Carolina law, the minimum age to purchase, possess, or consume any alcoholic beverage is 21 years old. Consumption of liquor or fortified wine by anyone 18 years old and younger is a Class 1 misdemeanor. Those 19- and 20-year-olds who drink beer or wine will be charged with a Class 3 misdemeanor. A person convicted for the first time of selling or providing alcohol to someone under 21 will receive a minimum sentence of a \$250 fine and 25 hours of community service. For a second or subsequent offense within four years, the penalty is no less than a \$500 fine and 150 hours of community service. A person convicted of aiding and abetting the sale or provision of alcohol to someone under 21 for a second or subsequent offense within four years, the sentence is no less than a \$1000 fine and 150 hours of community service. A driver may not consume any alcoholic beverages while driving. Driving after drinking with an alcohol concentration of .08 means a person is driving while impaired. No person may transport in the passenger area spirituous liquors in any container other than the manufacturer's unopened original container. Violations may result in imprisonment, fine, mandatory community service and/or loss of driving privileges. Therefore, 19- or 20-year-olds who are convicted of an alcohol violation may have a criminal history that would affect professional organizations, and employers could use such a record to reject an applicant.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 21 U.S.C. 844(a) – 1st conviction: Up to 1 year imprisonment and fined at least \$1000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:
 - 1st conviction and the amount of crack possessed exceeds 5 grams.
 - 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

- 21 U.S.C. 853 (a)(2) and 881 (a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)
- 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- 21 U.S.C. 844a Civil fine of up to \$10,000.
- 21 U.S.C. 853a Denial of Federal benefits may apply, such as student loans, grants, contracts, and professional and commercial licenses.
- 18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies. Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

Health Risks

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as, affect behavior. The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g. AIDS develop as result of damage to the respiratory, circulatory, and other body systems). Every illicit drug has the potential to result in death-whether from the body's own reaction to the abuse of drugs or from accidents caused by persons who are impaired. Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions; severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

Available Resources

Many public and private resources are available for those needing assistance with drug or alcohol issues. In New Hanover County, call (910) 251-6530. In Brunswick County, call (910) 253-4485. In Pender County, call (910) 259-5476.

Another resource is the Alcohol/Drug Council of NC Information and Referral Service: (800) 688-4232. This is a drug abuse information and treatment referral line where individuals can get information and referrals to appropriate treatment facilities.

Counseling and Rehabilitation Services to Prevent Substance Abuse

Students, faculty, and staff may seek assistance with an alcohol or drug-related problem through Cape Fear Community College. A listing of available services and referrals will be provided in the Counseling Office of Student Services and Enrollment Management.

A copy of this policy is distributed annually to students and employees.

Zero Tolerance Statement

The College reserves the exclusive right to immediately suspend any activity that is not being conducted in exact accord with the college-approved description of the activity or any activity that substantially disrupts or materially interferes with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable college rules and regulations, interrupting classes or other college programs or activities, or inciting or producing imminent violence or other lawless action on college premises) as adjudged by designated college officials. The College reserves the exclusive right to disband any student organization and/or club that; (1) conducts such inappropriate and/or unapproved activities; and (2) fails to follow the College guidelines.

Moreover, Cape Fear Community College has "zero tolerance" when it comes to drugs and alcohol consumption while representing the College during college events. Any violation will result in immediate suspension from the College for one academic year and complete withdrawal from all current classes; no exceptions. In addition, the suspended individual will have a notation placed on their permanent CFCC record.

Cape Fear Community College does not differentiate among unlawful users, sellers or pushers of drugs or alcohol. Any student who uses, possesses, sells, gives or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College and referred for prosecution. For more information refer to the Cape Fear Community College's Drug and Alcohol Policy.

Tobacco Free Campus Policy

Cape Fear Community College:

- is committed to providing its employees and students with a safe and healthful environment.
- recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors.
- recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, Cape Fear Community College has set the following 100% tobacco free campus policy, to be implemented on August 1, 2009.

1. Use of tobacco is prohibited by students, staff, faculty, or visitors:
 - in all campus buildings, facilities or property owned, maintained, or leased by Cape Fear Community College and outside areas of the campus;
 - on campus grounds, facilities, or in vehicles that are the property of the college;
 - in personal vehicles while on property owned or leased by Cape Fear Community College;
 - at lectures, conferences, meetings, athletic, social, and cultural events held on college property;
 - for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, e-cigarettes or any product simulating smoking instruments.
 - except at a specific location(s) on the North Campus as approved by the president of the College, due to unsafe conditions going off-campus.

2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
 - Events sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
 - All tobacco advertising, such as billboards and signs in all campus buildings, facilities or property owned or leased and operated by Cape Fear Community College.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Cape Fear Community College.
5. Cape Fear Community College will provide access to tobacco cessation programs on campus.

These tobacco treatment programs shall be publicized regularly in student, faculty, and staff publications and academic buildings, through Student Services and Enrollment Management and through other appropriate means.

6. Implementation:
 - A campus committee shall develop a plan for communicating the policy with students, staff, faculty, and visitors.
 - The College ensures that appropriate signage and other physical indicators of our policy are provided.
 - All tobacco waste management products such as ashtrays shall be removed.
 - Those who violate the policy shall be given a citation for each policy violation.
7. Citation:
 - Students:
 - 1st Offense-Conduct Warning
 - 2nd Offense-Conduct Probation
 - 3rd Offense-Conduct Suspension from CFCC if deemed necessary

In accordance with the Code of Conduct, students who repeatedly violate the policy shall be referred to the Vice President for Student Services and Enrollment Management.

Faculty and Staff:

Staff and faculty who violate the policy shall be referred to their supervisor. Repeated violations by faculty and staff may result in further personnel action.

Visitors:

Visitors are expected to adhere to the College policies. Visitors who ignore the policy shall be asked to leave campus.

Sexual Harassment

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy. Such conduct will not be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. "Sexual Harassment" means:

- a) unwelcome sexual advances;
- b) unwelcome requests for sexual favors; or
- c) other behavior of a sexual or gender-based nature where:

i) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a college sponsored educational program or activity;

ii) submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, activity, or program participation decision affecting that individual; or

iii) such conduct is sufficiently severe and pervasive from both a subjective perspective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) that it unreasonably interferes with an individual's academic or work performance or creates an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to the Dean of Student Affairs or the Campus Safety Coordinator. If this is not feasible, the student may take the complaint to the Vice President for Student Services and Enrollment Management.

Last updated: Approved 1/19/17

Sexual Misconduct

Information

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Cape Fear Community College is committed to providing a learning, and working environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity.

Cape Fear Community College considers sexual discrimination in all its forms to be a serious offense. This plan refers to all forms of sexual discrimination, including: discrimination against pregnant and parenting students, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

Cape Fear Community College has a responsibility to ensure compliance by demonstrating that our education programs and other activities are operated in a manner consistent with Title IX regulations and provisions. Throughout the year there are several programs offered to the Cape Fear Community College community that provide knowledge to help prevent, avoid and respond to sexual misconduct.

Procedures

If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible. Please review the Sexual or Gender Misconduct Plan and the related Plan Explanations listed below.

How Can We Help?

Our plan helps to ensure the Cape Fear Community College's community is free from discrimination based on sex or gender behavior. We are here to help assist you in an effective and efficient manner. If you feel you are or have experienced sexual misconduct or discrimination, the most important thing you can do is to get help.

Whom Should I Contact?

If you think you have been a victim of sex or gender discrimination, or if you are aware of its existence in any of our education programs or activities, or you have any questions about the sexual or gender misconduct policy, you can get help from any of the offices/individuals below:

- Faculty or Staff: Contact the Executive Director of Human Resources and/or Dean of Student Affairs/Title IX Coordinator, your supervisor, or Campus Safety Coordinator;
- Students: Contact the Dean of Student Affairs/Title IX Coordinator, Vice President for Student Services and Enrollment Management, any Student Services and Enrollment Management Director, Counseling Staff, Athletic Director, or Campus Police/Safety;
- Visitors or Applicants for employment: Contact the Executive Director of Human Resources or the Campus Safety Coordinator.

Sexual/Gender Misconduct Plan and Plan Expectations

I. Plan Statement

Members of the Cape Fear Community College's community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Cape Fear Community College believes in zero tolerance regarding sexual or gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this plan, serious sanctions will be imposed to reasonably ensure that such actions are never repeated.

This plan has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This plan is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to; modification of class schedule, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

In campus hearings, legal terms like "guilt", "innocence", and "burden of proof" are not applicable, but the College never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources, to ensure a fair prompt and impartial hearing. All Title IX, sexual misconduct, violations are determined and based on the "preponderance of evidence" standard.

II. Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you do and do not want sexually. Consent to one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence, without actions demonstrating permission, cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity is a violation of this plan in the same manner as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent. They cannot fully understand the details of a sexual interaction ("who, what, when, where, why, and how") because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this plan, "No" always means "No" and "Yes" may not always mean "Yes". Anything less than a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No".

Expectations with Respect to Consensual Relationships

Romantic or sexual relationships between individuals in unequal positions (such as teacher and student, supervisor and employee) may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks.

Sexual Violence – Risk Reduction Tips

Below is a list of suggestions to help avoid and reduce the risk of experiencing a non-consensual sexual act:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/ drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views an impaired person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Definitions

Sexual Misconduct

Sexual Misconduct: Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other person's consent. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student conduct action under college policy. These behaviors, all of which constitute sexual misconduct include:

1. **Non-consensual sexual contact:** Non-consensual sexual contact is any sexual touching, with any object, by a man or a woman upon another person without consent or making any person touch you or them in a sexual manner. It is defined as engaging in any sexual contact other than intercourse with another person without that person's consent and/or cognizance. It includes any non-consensual sexual contact, including any improper touching of intimate body parts. It also includes the non-consensual removal of another's clothing, indecent contact (i.e., the unwanted touching of intimate body parts including, but not limited to; genitals, buttocks, groin, or breasts) or causing another to have indecent contact with them.
2. **Non-consensual intercourse:** Non-consensual intercourse is any sexual intercourse (anal, oral or vaginal), with any object, by a man or woman upon another person without consent. It is defined as engaging in sexual intercourse (oral, anal or vaginal) with another person without that person's consent and/or cognizance. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have sexual intercourse against his/her will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is under the influence of alcohol or other drugs, is undergoing physical or emotional trauma, is less than 17 years of age, or is otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semi-conscious state).
3. **Sexual Exploitation:** Sexual exploitation occurs when a person takes non-consensual or sexual advantage of another or his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
 - prostituting another person;
 - nonconsensual video or audio taping of sexual activity;
 - going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - engaging in voyeurism;
 - knowingly transmitting an STD or HIV to another.

Sex Discrimination

Sex discrimination includes all forms of sexual harassment, sexual misconduct, and sexual violence by employees, students, or third parties against employees, students, or others on campus. Sex discrimination also includes stalking, dating violence and domestic violence. Students, college employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the college campus and whether or not the incidents occur during working hours.

Sexual and Gender-Based Harassment

Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made either implicitly or explicitly, as a

term or condition of an individual's employment or academic status; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, a reward to an individual if the person complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an individual employment or education related opportunity, if the individual refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation or physical contact or touching another individual.
- Displaying pornographic or sexually oriented materials.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward an individual and persisting despite the individual's rejection of the advances.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

Gender-based harassment is also prohibited. It includes, but is not limited to; acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

Coercion

Coercing someone into sexual activity violates this policy as much as physically forcing someone into sex. Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates the norms of the community and that application of pressure or oppression causes another individual to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation and the initiator's knowledge that the pressure is unwanted.

Consent

Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence.

- Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.

- It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand who, what, when, where, why and how of their sexual interaction.
- Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol.
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate who, what, when, where, why and how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing.
- If you have sexual activity with someone you know to be, or should know to be, mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.
- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- DO NOT MAKE ASSUMPTIONS about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can go or about whether they are physically or mentally able to consent to you.
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand that consent to some forms of sexual behavior does not necessarily imply the consent to other forms of sexual behavior.
- Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them.
- Do not take advantage of someone's drunkenness, impaired or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by, or fearful of you.
- Silence and passivity cannot be interpreted by you as an indication of consent. Read your partner carefully, paying attention to verbal and non-verbal communication.

Retaliation

The college strictly prohibits retaliation against any person for reporting, testifying, assisting or participating, in any manner, in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, a form of retribution, or violence that occurs in connection to the making and follow-up of the report.

Dating Violence

The term "dating violence" means violence committed by a person (a) who is or has been in a social relationship of romantic or intimate nature with the complainant; and (b) where the existence of such a relationship shall be determined based on a consideration of the following: the length of relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

The term "domestic violence" includes felony or misdemeanor crimes committed by the current or former spouse of the complainant, by a person whom the complainant has a child with, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

CFCC Student Code of Conduct

The College makes every effort to maintain a safe and healthy learning environment for its students and employees alike. When a student is in violation of the Code of Conduct, they will be subject to disciplinary action by the College, and if warranted, referred to the appropriate law enforcement agency. It is expected that students are courteous, respectful, accountable, and conduct themselves as responsible members of the College community. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of the Code of Conduct and/or college policy include, but are not limited to the following:

Academic Integrity (*cheating and/or plagiarism*)

Bullying (*initiating or participating in verbal, social, or physical bullying; whether in person, through social media, electronic devices, or any other means*)

Communicating Threats

Computer Acceptable Use Policy

Destruction of College Property

Discrimination

Drug and Alcohol Policy

Fighting

Forgery

Fraud

Gambling

General Disruptive Behavior

Harassment

Larceny/Theft

Profanity/Obscene Language

Sexual Misconduct Policy

Substance Abuse and/or Possession (*any drug as defined under North Carolina General Statutes*)

Tobacco Free Campus Policy

Violation of Federal, State, or Local Law

Weapons on Campus (*possess or carry, any weapon on campus, whether openly or concealed*)

Zero Tolerance Policy

Violation of these rules of conduct and/or policy will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in disciplinary sanctions and/or dismissal from the College. Additional classroom rules may be designated by instructors or supervisors and must be followed at all times. College administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Any person observing a conduct violation(s) should immediately contact the Dean of Student Affairs or the Vice President for Student Services and Enrollment Management.

Conduct Warning, Probation, Suspension, and Expulsion

CFCC students are expected to conduct themselves in accordance the college rules, regulations, policy and/or local, state or federal law. Any student whose conduct or behavior becomes unsatisfactory may be placed on conduct warning, probation, suspension, or may be expelled from the college. If an act of misconduct threatens the safety, health or well-being of the College community or severely disrupts the educational process/learning environment, the Dean of Student Affairs or his/her designee, may impose an interim suspension from the College and/or College premises until disciplinary proceedings are completed and due process is provided to the student. Interim suspension may result in exclusion from class and/or other College related privileges or activities until a final decision can be made concerning the alleged violation. A student is subject to immediate suspension and expulsion, if deemed necessary, by the Dean of Student Affairs or Vice President for Student Services and Enrollment Management. CFCC has the right and responsibility to protect the welfare of the college community and has the discretion to impose disciplinary sanctions under the CFCC Student Code of Conduct.

Warning – is a status of "conduct warning" through the duration at CFCC.

Probation – is a status of "conduct probation" for the duration at CFCC.

As part of conduct probation a student may have restrictions placed on specific student privileges or may be required to satisfy certain conditions to return as determined by an administrative hearing and/or the Dean of Student Affairs. In the event of a further violation of the Code of Conduct, or other College rules while on disciplinary probation, the College may seek the penalty of suspension or expulsion if warranted.

Suspension – is the status of "conduct suspension", which involves immediate removal from campus, withdrawal from enrollment for a specific period of time, registration privileges revoked, and will remain on the student's permanent record.

Expulsion – is the permanent dismissal of a student from the College. Expulsion will result in immediate removal from campus, withdrawal from enrollment, registrations, privileges revoked, and will result in a permanent notation on the CFCC official transcript.

Conditions to Return

Any student that is on conduct probation, suspension or removed from classes due to a code of conduct violation may be required to submit appropriate documentation or satisfy certain conditions to return as determined by an administrative hearing and/or the Dean of Student Affairs. Those conditions may include, but are not limited to, counseling, evaluation/assessment by a mental health provider, anger management, proof of rehabilitation and/or other required documentation.

All suspended students must meet with the Dean of Student Affairs or designee to make clear the terms of their suspension from the College. Re-enrollment after a suspension period requires that the student apply to the Dean of Student Affairs at the close of the imposed period, and the Dean will determine whether the student has met the conditions imposed and is otherwise eligible for re-enrollment. To ensure due process, a denial may be appealed to the Judicial Board.

During the term of suspension and/or expulsion, the student may not come on to campus and may be served with a No-Trespass Notice (Campus Ban). Failure to abide by this condition may result in arrest for criminal trespassing.

A student who is suspended or expelled after the deadline for withdrawal ("W"), shall be assigned a grade of "W" and administratively withdrawn regardless of academic performance.

Right of Appeal

If a student wishes to appeal a conduct sanction or action taken by the College, he/she may file a written appeal within ten (10) weekdays of the incident to the Vice President for Student Services and Enrollment Management. Within ten (10) weekdays of receipt of the written appeal, the Vice President for Student Services and Enrollment Management will convene the Code of Conduct Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the issue. The Vice President for Student Services and Enrollment Management will then notify, in writing, the student and the Dean of Student Affairs of the Code of Conduct Subcommittee's decision. The student may appeal the Code of Conduct Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Code of Conduct Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Judicial Board

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to ensure the right of appeal.

The right of appeal is granted to any student who has a grievance concerning final grades, academic integrity (cheating/plagiarism), financial aid suspension, conduct suspension or expulsion, or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

The Judicial Board will consist of seventeen (17) representatives from all areas of the College - faculty, staff, students and administration. The Judicial Board's subcommittees will act on the following categories of student appeals. The Judicial Board will hear appeals concerning final grades, academic integrity, financial aid suspension, conduct suspension or expulsion, and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The subcommittee's areas of responsibility and composition of the Judicial Board are listed below.

Academic Subcommittee of the Judicial Board

The Academic Subcommittee will hear appeals in the matter of academic integrity (cheating or plagiarism) and grade appeal (final grades). The subcommittee consists of two (2) faculty, two (2) students and one (1) Student Services and Enrollment Management staff. One faculty member is to be chosen from each of the academic areas - vocational/technical and college transfer. The committee will select its chairman from the faculty membership.

Financial Aid Subcommittee of the Judicial Board

The Financial Aid Subcommittee will hear appeals concerning suspension from the College's financial aid programs. The committee will consist of two (2) faculty, two (2) students, two (2) Student Services and Enrollment Management staff, one (1) business services, and one (1) staff at large. The chairman will be selected by the committee.

Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee of the Judicial Board

The Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee will hear appeals concerning conduct from the College's Office of Student Affairs. The committee will consist of three (3) or more representatives from the CFCC faculty and/or staff as designated by the Dean of Student Affairs, with one (1) additional student member for disciplinary hearings (only). The chairman will be selected by the Dean of Student Affairs.

Grievance Procedures

If you believe that you have a legitimate grievance against another CFCC student or college employee, in a matter other than those covered by the aforementioned, or those outside the jurisdiction of the CFCC Code of Conduct, you may seek a resolution of that grievance through an informal complaint with the Dean of Student Affairs. If your grievance cannot be resolved at an informal level, you may file a formal complaint with the Vice President of Student Services and Enrollment Management to initiate a hearing with the Judicial Board to seek additional understanding and/or resolution.

Student Complaint Procedures

As a matter of practice, CFCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint he/she should attempt to resolve concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be sent to the Dean of Student Affairs who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of receipt of the complaint from the Dean of Student Affairs or designee within 24 hours.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint within twenty (20) working days of receipt of the complaint. The student will receive notification of the resolution of the complaint, or of the College's position on the complaint.

CFCC also provides its students, employees, and guests with an on-line form at <http://cfcc.edu/osa/complaint/> for reporting alleged incidents of harassment, discrimination, sexual misconduct and/or breaches of the CFCC Code of Conduct.

Public Complaint Procedures

Members of the public may also file a complaint by forwarding a written statement, signed by the complainant, to the Office of the President, Cape Fear Community College, 411 N. Front Street, Wilmington, North Carolina. CFCC will not entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. The President, or the President's designee, may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint.

Crime Awareness and Campus Security Policy (Jeanne Clery Act)

I. Intro

The goal of CFCC Police is to provide students, faculty, staff, and visitors with a safe educational environment. The Campus Safety area is comprised of both sworn Law Enforcement Officers and non-sworn Campus Security Officers as well as Parking Enforcement. The Police Department is responsible for crime reports, initial and follow-up investigations, traffic accident reports, and other public safety services.

1. Mission Statement of the Cape Fear Community College Police Department

- We will provide a safe learning environment by enforcing law and upholding college policy in a legal, ethical, and professional manner.
- We will provide effective law enforcement by building relationships with students, staff, and faculty.
- We will value each person as we work to build trust, reduce crime, and create a safe environment while supporting the mission of the college.

2. Vision Statement

The core values of our department, in order to accomplish our mission, are built upon: Professionalism, Respect, Integrity, and Responsibility.

We will work through partnerships with other agencies as we strive to maintain an environment which the primary education mission of the college can be met.

II. College Safety

1. **Law Enforcement**

Sworn Police Officers are armed and are identified by their county Sheriff's Department uniforms, shoulder patch and badge. They have full police authority on College property under the provisions of Chapter 17C of the General Statutes of the State of North Carolina. Police commissions are granted under that statute by the Attorney General of North Carolina. Police Officers possess all the powers of Municipal and county police officers to make arrest for both felonies and misdemeanors and charge for infractions within the agency's jurisdiction. Police Officers normally do not wear civilian or plain clothes while conducting police business on the campus.

2. **Security**

Non-sworn Campus Security officers are unarmed and are identified by the yellow or blue and black uniforms with a distinctive white and blue shoulder patch and security badge. They perform many of the same tasks as sworn police officers with the exception of effecting arrest. An arrest (if necessary) will be referred to a sworn officer. Security Officers normally do not wear civilian or plain clothes while conducting security business on the campus.

3. **Parking Enforcement**

Parking Enforcement Officers are unarmed and are identified by the white and black uniforms with a distinctive black and white shoulder patch, and a black security officer badge patch. They assist with parking management throughout campus and the enforcement, to include: ticketing, booting and towing for violations.

III. Reporting and Notifications

Students who are victim of or witness to a crime or criminal incident, or are aware of a potential threat on campus have the responsibility to report it immediately to the police.

Reporting crime helps law enforcement agencies find and arrest a suspect in a crime, tracking criminal activity and identify trends in various areas, and recover stolen property.

1. **Methods**

If you have any doubt about safety, especially if you feel like you're in immediate danger, do not hesitate to call 9-1-1. Crimes occurring on campus should be reported to the Campus Safety Coordinator. For crimes in progress (happening now) the Emergency Phone number is 910-362-7777. For crimes not in progress, reporting, or questions, the non-emergency phone number is 910-362-7855. Emergency "Blue Light" Telephones: Emergency phones are installed throughout the campus. Activating this box will connect you to the 911 Dispatch Center which notifies the Campus Safety Coordinator or Emergency Services of an emergency in that area and sends help.

2. **Enforcement**

Police commissions are granted under that statute by the Attorney General of North Carolina. Police Officers possess all the powers of Municipal and county police officers to make arrest for both felonies and misdemeanors and charge for infractions within the agency's jurisdiction.

Students should be aware that many of our Wilmington Campus neighbors are privately owned businesses and residential structures. They reserve many parking spaces for customers, staff, or residential parking. Please be aware of the policy that applies to any parking facility that you use.

3. **Notification Systems**

Cape Fear Community College has an Emergency Notification System in place, primarily intended to rapidly disseminate emergency information about an incident or emerging situation and provide instructions to Students, Faculty, and Staff.

In the event that a situation arises, either on or off campus, that, in the judgement of the President, his/her senior administrative staff, or Campus Safety Coordinator, is a potential ongoing or continuing threat, a campus wide "timely warning" will be issued.

The warning will be issued through the most effective and efficient means available and may include text messages, emails, voicemails, and social media.

4. **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act enacted on October 28, 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders who are employed, enrolled, or volunteering at Cape Fear Community College can be obtained.

5. **Sex Offender Notification**

Persons who have been convicted of an offense against a minor or a sexually violent offense are required by law to register with the county sheriff in the county where they reside. The law requires that they also inform the county sheriff if they register for school. New Hanover and Pender County Sheriff's Departments have indicated they will notify the college when a sex offender indicates they plan to attend CFCC. These notifications are intended to inform rather than create panic.

Notifications of registered sex offenders are public knowledge and may be found at the following sites:

North Carolina Sex Offender and Public Protection Registry: <http://sexoffender.ncsbi.gov/>
U.S. Department of Justice, National Sex Offender Public Website: <https://www.nsopw.gov/>

6. **Protect Yourself**

Students and employees can do much to protect themselves from crime. Many crimes occur only because there was an opportunity for them to happen. For example, most crimes of theft are random, not calculated. They occur because personal property is left unattended. Locking doors and windows, securing valuables in your car trunk are methods of reducing temptation and opportunity which can result in a thwarted burglary or theft.

Personal protection is also important. When walking, plan the safest and most well-lit route. Be aware of your surroundings including persons, places, and things.

Remember, you can take steps to protect yourself from being the victim of a crime, educate yourself, protect yourself, and report all criminal activity or suspected criminal activity to the Campus Police.

The Jeanne Clery Act

Cape Fear Community College seeks to protect the college learning environment and provide a safe campus for all students, faculty, staff and visitors while on college premises. CFCC complies with the Jeanne Clery Act that requires all colleges and universities who receive federal funding to share information publicly about crime on campus and their efforts to improve campus safety. Disclosure of the CFCC campus crime statistics (Clery Report) may be found at the following website for review: <http://ope.ed.gov/security/>.

Behavioral Intervention Team (BIT)

Cape Fear Community College is committed to providing the best possible and working environment that is free of discrimination, harassment and/or sexual violence. By establishing a Behavioral Intervention Team (BIT) at CFCC, formal lines of communication will be clear and efforts will be strengthened during heightened security threats at all college campuses and sites. The BIT will provide a college-wide, integrated approach to addressing extraordinary discipline and/or safety issues on campus. The ongoing development

and coordination of a team of CFCC administrators to address crisis intervention situations will ultimately reinforce the college's overall safety and security infrastructure.

Weapons on Campus

It is unlawful for any person to possess or carry, openly or concealed, any weapon on campus. The only exception made to this directive is in the case where training or job requirements of the student or employee requires that such a weapon be carried.

Evacuation of Buildings

An evacuation diagram is located on each floor and in each room of every building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure EXCEPT HANDICAPPED PERSONS: CFCC staff will make provisions for all handicapped persons to be evacuated from the building by way of utilization of the outside stairwell and Wilmington Fire Department personnel.

Emergency Evacuation

Everyone must exit the building when the fire alarm sounds. IT IS NOT AN OPTION TO REMAIN IN THE BUILDING. Treat all alarms as the real thing. Students should take all personal belongings with them when evacuating the building.

Online Learning

Online Learning

Online Learning is dedicated to the evaluation, design, and implementation of high quality online education. Online Learning staff provide resources and services to assist students and faculty to be successful in teaching and learning online.

Online Learning

Online Learning (OL) refers to all classes in which all or a portion of instruction takes place online. There are three types of OL classes: internet, hybrid and web-assisted. Internet class instruction is delivered 100% online where the students and instructors do not meet face-to-face, but instead interact entirely in an online environment. These classes are always indicated by an "I" in the section code (e.g. CIS-110-I2 and BIO-240-I1). Hybrid class instruction is primarily delivered on-line with a requirement that students also meet face-to-face (in-classroom). These classes are always indicated by a "Y" in the section code (e.g. BIO-112-DY1 and ACA-122-NYE1A).

In addition to online and hybrid classes, CFCC's face-to-face classes are often web-assisted. In a web-assisted class, all instruction is delivered face-to-face with a requirement that students have internet access as a supplemental part of the class. This means that certain course materials are made available to students

through a learning management system (LMS) such as Blackboard. These materials typically include a class schedule, syllabus, instructor contact information, and a gradebook.

Note: Hybrid classes may have required face-to-face, proctored exams. Please contact the individual instructor or department to determine if a particular section has such a requirement.

Online Learning courses follow the same college requirements as traditional courses. College policies, such as admission, withdrawal, financial aid, etc. apply to OL courses. OL courses are not self-paced. They follow the same college calendar as face-to-face courses.

Online Learning class materials become available at specific times as the class progresses, and students are required to meet regular deadlines. These classes can, when fully online, require a minimum of 6-10 hours of independent work each week. Because of this, OL classes are best suited for students who are strongly self-motivated, self-disciplined, and have excellent time management skills. Additionally, because all OL classes require the use of a computer, they should only be taken by students who are already comfortable using computers for various types of applications, such as word processing, web browsing, chat, discussion boards, etc.; who are proficient in communicating in writing alone; and who have regular access to a computer and internet service. A tutorial for Blackboard--the online environment where OL classes are taught--is available at <http://online.cfcc.edu> and can be accessed using the generic username and password given on that page.

More Online Learning resources can be found at: <http://cfcc.edu/online/>.

Online Learning Attendance

Attendance in internet classes is demonstrated by completing an initial "Enrollment Verification" assignment and completing required coursework. In hybrid classes, where students meet face-to-face and online, attendance may be measured by presence at the first (and subsequent) face-to-face meetings, completion of the online "Enrollment Verification" assignment and assigned coursework, or both.

An "Enrollment Verification" (EV) assignment requires the student to 1) login to the Blackboard class site and 2) complete an activity that involves engagement with course material. Failure to login and complete the EV activities for each internet and hybrid class by the 10 percent date of the class may result in the student being withdrawn from the class.

Help with completing the Enrollment Verification activity can be found at: <http://cfcc.edu/online/help-page/#ev>.

Continuing Education Division

General Course Information

The Continuing Education Division promotes the personal and professional development of individuals and employee groups by offering non-credit courses and seminars. Courses and seminars vary from a few hours in length to several hundred hours, depending on their purpose and content. Continuing Education instruction generally includes a combination of lecture, demonstration, and application, and may be delivered in a classroom setting, on location, or through an online learning environment.

Courses open to the general public are advertised through various print, online, social media, and news outlets. New courses are added throughout the year. An up-to-date listing can be found at cfcc.edu/ce.

Courses developed and customized for current or future employees of client companies are not advertised to the general public.

The Continuing Education Division offers a broad range of educational services: basic skills and developmental assessments, high school equivalency exam testing, training and testing for professional licenses and certifications, career assessments, training needs assessments and job task analyses, as well as courses designed for personal enrichment and lifelong learning. Some specialized programs include the Small Business Center, Career Readiness courses, Customized Training Programs, workplace literacy, and English as a Second Language (ESL).

Courses taken through Continuing Education are generally not transferable to curriculum programs at CFCC or other colleges. CFCC does award curriculum credit in limited areas, such as Emergency Medical Science, using a combination of Continuing Education credits (CEUs), current certifications, and work experience.

Classes are held at the Wilmington downtown campus, North Campus, Burgaw Center, Alston W. Burke Center, and at other locations throughout New Hanover and Pender counties.

For more information and an up-to-date listing of upcoming courses, visit www.cfcc.edu/ce.

Admission

Generally, any person who is 18 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education courses. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials and a signed parental consent form. Applicants are usually admitted on a first-come, first-serve basis. Some courses have specific admission requirements. Information on requirements is available online at cfcc.edu/ce or by calling the number listed with the course. Individuals interested in attending any occupational extension or community enrichment course may register online through WebAdvisor at www.cfcc.edu or in person by visiting the college.

Change of Name/Address

It is extremely important for the College to have accurate name and address information for each student. Students must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles in order to process a name change. Name changes can only be done in person in Student Services and Enrollment Management on either campus. Students with new addresses may complete a form in Student Services and Enrollment Management or update their address online through WebAdvisor.

Registration Information

Most courses require pre-registration. For information concerning the current course offerings and their locations in New Hanover or Pender counties, call (910) 362-7170 or visit the website at www.cfcc.edu/ce.

Course Schedules

Continuing Education courses are scheduled on a continuous basis with new courses starting often. Specific announcements of course offerings, registration dates, locations, and other pertinent information will be through various print, online, social media, and news outlets.

For current course information, please call (910) 362-7170 or visit www.cfcc.edu/ce.

Special seminars and industrial courses may be scheduled to begin at any time period appropriate to a company and Cape Fear Community College.

For more information about customized training, please call (910) 362.7846. For Small Business seminars, call (910) 362-7469.

Minimum Enrollment Required

The college reserves the right to cancel any course when an insufficient number of people register.

Course Schedules

Continuing Education course schedules vary depending on the subject matter and intent of the course. Specific information on course schedules can be found within the online description of that course at www.cfcc.edu/ce.

Fees

Registration fees for occupational extension courses are set by the State of North Carolina. Based on the length of the course, the costs range from \$70 to \$180. In compliance with North Carolina statutes, registration fees may be waived for selected courses and qualifying individuals. Occupational Extension registration fees are subject to change contingent upon action by the NC General Assembly.

Registration fees for self-supporting courses are set by the college. They are based on a number of factors specific to each course and may vary greatly from course to course. For specific course costs, visit www.cfcc.edu/ce.

Additional costs may include textbooks, equipment and/or supplies specific to the course, insurance fees, a \$5.00 Campus access/parking/security fee, and a \$5.00 technology fee where applicable. In a limited number of self-supporting classes and seminars, other special fees may be charged.

Withdrawal and Refund Policy

The refund policy, as set forth by the North Carolina General Assembly, follows in the next paragraph. To be eligible for a refund the student must officially withdraw from the class by completing a refund request form. Any additional fees paid are non-refundable, including professional liability insurance and technology fees.

A 100 percent tuition refund shall be made if the student officially withdraws from class before the first class meeting (fax: 910-362-7990 or email: ceregistrar@cfcc.edu). A written request must be dated and received by the registrar before the first class meeting.

A 75 percent tuition refund shall be made if the student officially withdraws from class prior to or on the 10 percent date of scheduled hours. A written request must be dated and received by the registrar prior to or on the 10 percent date of scheduled hours. Students are responsible for obtaining the 10 percent date from their instructor on the first class meeting.

Please note: For courses that meet fewer than 10 times, the 10 percent date will usually be the first class meeting.

A full refund shall be made for classes canceled by the college. Students do not have to request refunds in this case.

Transcript of Record

(Curriculum and Continuing Education)

Upon written request of the student, a transcript of classes taken and credits earned at Cape Fear Community College will be sent to other colleges or third parties. Transcripts can be requested for colleges to which you have applied through the College's website (www.cfcc.edu). Transcripts requested in person will be printed on demand except during peak registration days or mailed as designated. The non-refundable cost for an official transcript is \$5.00 each.

Continuing Education Registration-Campus Access Fee

All parking decals may be obtained in person Monday through Friday, 8 a.m.–5 p.m. in the college business office at both the Wilmington and North Campus.

At the Burgaw Center and Alston Burke Center, parking decals may be obtained in person Monday through Friday, 8 a.m.–5 p.m. from the front desk.

Students are required to display parking passes on vehicles parked on campus at any site.

Academic and Career Readiness Department

The Academic and Career Readiness Department includes the following programs for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills. All interested participants in Academic and Career Readiness must demonstrate the ability to benefit from the program by being able to take one of the following pre-tests as determined by the college: CASAS, TABE. Students unable to complete the pre-test will be admitted to the program at a future date once they are able to complete the pre-test.

- **Adult Basic Education (ABE)**
- **Adult High School Diploma (AHS)**
- **Career Readiness (formerly known as Human Resources Development)**
- **English as a Second Language (ESL)**
- **High School Equivalency Exam Prep for the GED® Test**
- **National Career Readiness Certification**

All classes are offered at convenient times and locations. All classes are free. Anyone under 18 years of age must have school and parental release forms. High School Equivalency Exam Prep classes for the GED® Test, Adult High School classes are also offered online to students who meet eligibility requirements. National Career Readiness Certification prep classes are also offered online.

For more information log on to <http://cfcc.edu/basicskills>.

Basic Skills Attendance Policy for High School Equivalency Prep, ABE, ABE Essentials, ESL

Students must be in attendance at least eighty percent (80%) of the clock hours of a class in order to remain in the class.

Those who do not meet minimum attendance requirements will be dropped from the class for that session and will be given a grade of "U". Students are expected to punctually attend all lecture and laboratory sessions in the classes for which they are registered. Late arrivals and/or early departures will count toward total absences in classes. Attendance in online classes (HSE, AHS online) is measured not only by initial login but also by completion of 80% of the required course work. Students MUST also meet on the published meeting dates (registration/orientation, required testing dates).

Pre-registration/Orientation

To enroll in ABE, AHS, High School Equivalency Exam preparation, ESL, or AHS classes at CFCC, students must attend a pre-registration and orientation session. No appointment is necessary. All sessions are held on the Wilmington Campus of CFCC. Students who wish to enroll in off-campus classes may register at the class site. Cost is free.

Adult Basic Education (ABE) Classes

The ABE program is designed for persons 16 or older with or without a high school diploma or its equivalency who function below the ninth grade level. Students receive individualized and classroom instruction in basic math, reading, writing, computer and employability skills. These classes improve adults' basic skills preparing them to enter the workforce, enhance daily living skills, prepare for the GED® Test or Adult High School Diploma classes and enroll in college.

For more information, call (910) 362-7324 or log on to <http://cfcc.edu/ce/basic-skills/ged-abe>.

Adult Basic Education Essentials

The ABE Essentials classes are designed for adults that have completed high school but want to continue improving their reading, writing, computer and employability skills with the goal of getting a job. Classes meet Monday through Thursday on campus and Monday through Friday at off campus locations. Cost varies.

Call (910) 362-7457 for more information.

Adult High School Diploma (AHS) Classes

The Adult High School (AHS) program is designed for adult learners 16 years of age or older who have not completed high school, but have academic skills at or above the 9th grade level. Students who are 16 or 17 years old may enroll only if they have officially withdrawn from public school. Students must complete 22 units to be eligible to graduate. Classes meet nightly, Monday through Thursday, from 5:30 p.m. until 9:30 p.m. at campus sites in Wilmington and Burgaw. The cost is free. Registration for all AHS classes is held at the Wilmington campus.

Classes are also available online to students who meet eligibility requirements.

For information, please call (910) 362-7324 or log on to <http://cfcc.edu/basicskills/ahs/>.

Career Readiness Classes (formerly known as Human Resources Development)

The Career Readiness program is designed for individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and include Introduction to Computers, Resume Preparation, Interview Coaching, Career Interests and Aptitudes, Confidence Building, and Self-Discovery. Classes are reasonably priced and the fee may be waived for those who qualify.

For more information, call (910) 362-7324.

English as a Second Language (ESL) Classes

The ESL program is designed for persons 16 years or older whose native language is not English. Instruction focuses on English skills that will enable students to interact effectively in the community, workplace, or in higher education.

Classes are designed to serve the needs of those individuals who have no English skills up to and including individuals who are preparing for university study. ESL classes help individuals develop skills to secure a job, help children with schoolwork, talk on the phone, meet new people, and improve communication skills.

For information call (910) 362-7324 or log on to <http://cfcc.edu/basicskills/esl/>.

GED® Testing

GED® Tests are offered at the downtown campus. For registration information call (910) 362-7324.

High School Equivalency Exam Prep Classes for the GED® Test

This program is designed for persons 16 or older without a high school diploma or its equivalency and who function at or above the 9th grade level. Students receive individualized and classroom instruction to prepare for the four areas of the GED® Test. Classes are also available online to students who meet eligibility requirements.

For more information, call (910) 362-7324 or log on to <http://cfcc.edu/basicskills/ged-abe/>.

National Career Readiness Certification (CRC)

Cape Fear Community College in partnership with NC Department of Commerce, Work Force, Centers in New Hanover and Pender counties, is offering the National Career Readiness Certificate (NCRC) program. The NCRC is a portable credential recognized by many employers across the State and nationwide that allows a job candidate to prove his/her skills in three areas Applied Mathematics, Reading for Information and Locating Information. This allows employers to make informed employment and training decisions. After taking the KeyTrain pre-assessments students will know if there are any skills gaps and exactly what areas in which they need to improve when considering specific jobs. Certifications awarded in: bronze, silver, gold, and platinum.

For more information, call (910) 362-7324, or go to our website at <http://cfcc.edu/basicskills/careerreadiness/>.

Community Enrichment Department

The Community Enrichment department offers short term, non-credit courses that encourage and support individuals interested in lifelong learning opportunities and becoming active citizens in their community. Students receive an abundance of opportunities to meet new people, explore their interests, and develop new skills. CFCC Community Enrichment is committed to facilitating personal transformations that enrich the education and lives of our students.

Four areas of course offerings are included within the Community Enrichment department. Personal enrichment courses cover a broad range of topics from culinary techniques to small scale farming. In addition, **defensive driving courses** encourage the general public to learn safe driving strategies to reduce risk of citations and motor vehicle crashes. Below is a brief sampling of courses available.

For more information about these courses, or to suggest a new course offering, please call (910) 362-7199 unless otherwise noted.

Community Enrichment courses are frequently designed to meet specific requests; therefore, course offerings may change with the interests and the needs of residents in CFCC's service areas of New Hanover and Pender counties. Input from the community is welcome and encouraged, and we are always seeking talented instructors.

If you are interested in teaching for Community Enrichment, please call the Director of Community Enrichment at (910) 362-7254.

Personal Enrichment Courses

It's never too late to try something new! CFCC Community Enrichment offers a variety of personal enrichment courses and workshops which are open to the general public. Areas of course offerings include, but are not limited to: personal health and wellness, computers and technology, recreational sports, foreign and sign languages, heritage arts and crafts, boating safety, visual and performing arts, home and garden, and much more.

For information about upcoming personal enrichment courses, please call (910) 362-7199 or visit www.cfcc.edu/communityenrichment.

Defensive Driving Courses

Defensive Driving courses are available to individuals with moving violations and also to the general public to improve driving skills.

For information and class schedules, call (910) 362-7219, or (910) 362-7175 or visit <http://cfcc.edu/communityenrichment>.

Alive@25: This course is ideal for young drivers age 16-25. Through interactive media segments, workbook exercises, role playing, and classroom participation, young drivers develop strategies that will keep them safe on the road.

DDC4: This four (4) hour Defensive Driving course will motivate drivers to change behind-the-wheel behaviors and attitudes. It will give them key understanding, skills and techniques to avoid collisions and

reduce future violations. The result is a more responsible driver who grasps best practices to prevent injury and death while operating a motor vehicle. This class is open to any individual or business wanting to increase their awareness of roadway safety.

DDC8: The eight (8) hour Defensive Driving Course is used extensively for court referrals, as a diversion program for drivers with excessive violations, and to retrain drivers with poor driving records. This course addresses the attitudes of drivers so participants can see that their choices have financial, legal, and personal consequences.

Motorcycle Rider Safety - Basic

This basic twenty-two (22) hour course is designed for new riders who have never ridden a motorcycle and for re-entry riders who need a refresher course. Students will learn about the different types of motorcycles, layout and operation of the basic controls, and how to become a safer, more responsible rider. Successful participants will receive a NC DMV skills waiver card.

For information and class schedules, call (910) 362-7219 or 362-7175.

Motorcycle Rider Safety - Experienced

A one-day course for riders with basic skills, this class provides more in-depth riding techniques and procedures than practiced in the basic motorcycle rider course. This course consists of activities that emphasize personal risk management and self-assessment strategies and on-cycle exercises with emphasis in cornering, braking and swerving.

For information and class schedules, call (910) 362-7219 or 362-7175.

Customized Training and Workforce Development Department

502 N Front Street – Union Station U550

Wilmington, North Carolina 28401

Located at 502 N Front Street, the Customized Training and Workforce Development Department offers courses in a wide variety of areas for job training as well as and customized industry training in New Hanover and Pender counties.

To request industry training or receive information on upcoming courses or seminars, call (910) 362-7170 or visit <http://cfcc.edu/workforce>. The following is a small sampling of courses available.

Auto Safety Inspection and OBD Emissions

This course prepares auto technicians and service personnel as safety and emission inspectors for motor vehicles. It includes regulations and test inspection procedures and is taught to insure that the student understands rules and regulations, can inspect a vehicle properly and can successfully pass qualification exams for certification as a safety and emission inspector at a licensed inspection station.

Auto Safety & OBD Emission Inspection Certification

This course is designed to prepare auto technicians and service personnel as OBD (On-Board Diagnostics) emission inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV – Enforcement Section – OBD emission inspectors. Upon completion a student will understand the rules, regulations and procedures for OBD emission inspections, be able to inspect a vehicle properly, and be prepared to sit for the state certification exam.

Aviation Ground School

This course is designed to provide ground school training for people interested in flying or working with the Federal Aviation Administration (FAA) as tower operators or radar operators. The course provides instruction in general airplane knowledge, weather patterns, FAA regulations and flight planning. Students are prepared to successfully complete flight training and receive the FAA Private Pilot license. This course is only classroom time and does not include flight lessons.

Assistance Towing Endorsement

This 4 hour U.S. Coast Guard approved course is intended for those who hold, or are in the process of attaining, their Operator of Uninspected Passenger Vehicles (OUPV) 6-Passenger or Master's Licenses. In order to commercially assist other vessels that may be aground, disabled, out of fuel, or experiencing some other malfunction, a boat operator must hold this "Assistance Towing" Endorsement. This course serves in lieu of taking an Assistance Towing Endorsement examination at any U.S. Coast Guard Regional Examination Center.

Celestial Navigation

This course will cover the theory and technique of finding one's position at sea through sextant observations of celestial bodies.

Coastal Navigation

This course provides training in marine piloting and electronic navigation techniques. Upon successful completion, students will gain competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids.

Barber School

The barbering program consists of four courses students take consecutively to prepare them for the NC State Barbering Exam. Completion of the program takes approximately 14 months. Day and evening courses are available.

For more information, call (910) 362-7693.

Customized Training Program

The Customized Training Program provides training for industry at CFCC as well as on-site for businesses. Topics vary widely according to industry need and can be customized. Examples of industry offerings include: technical training, basic computer and software program skills, oral and written communication skills, management, supervision, quality standards, customer service, and team-building.

The Customized Training Program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program integrates the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry (G.S. 115D-5.1e). The Customized Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

For more information, call (910) 362-7176.

Ed2Go - Online Courses

More than 350 instructor-led courses are available via the Internet through Ed2Go. Topic areas include computer applications, web design, customer service, project management, production and inventory management, small business, healthy lifestyle, writing, and many more. All courses begin on the third Wednesday of every month.

For more information, call (910) 362-7572 or log on to <http://ed2go.com/cfcc>.

Professional development courses include training necessary to earn and maintain licensing, commissioning, or certification in various fields of employment and meet the continuing education requirements of trade contractors and other occupations. Through a partnership with Ed2Go, CFCC offers over 350 non-credit, instructor-led online courses ranging from Accounting to Writing Essentials.

Effective Substitute Teacher Training

This course is required by New Hanover County Schools and provides prospective substitute teachers with the principles and practices of effective teaching, including: skills in planning, classroom management, and instructional techniques. This course is also suitable for new teachers and teacher assistants. Upon completion of the course, students will receive a certificate that proves participation and successful completion of the course.

For information about requirements and upcoming courses, please call (910) 362-7199.

Continuing Education for Teachers

Teachers in need of license renewal credits can receive Continuing Education Units (CEUs) through Ed2Go, which offers flexible and affordable online courses in the following areas: classroom computing, languages, mathematics, reading and writing, science, test prep, and tools for teachers. Each course runs for six weeks and consists of twelve lessons.

For information about upcoming course offerings or to request a customized Continuing Education course for your school, please call (910) 362-7199 or visit the Ed2Go website at: www.ed2go.com/cfcc.

Electrical Contractors' Renewal

Electrical Contractors' Renewal courses are held throughout the year. This provides electrical contractors the eight hours of mandatory continuing education credits required to maintain a license.

For more information, call (910) 362-7319.

Electrical Apprenticeship Training

Offered in partnership with the NC Department of Labor, this program is designed to provide the specific skills associated with the electrical trade. On-the-job training, combined with classroom instruction, develops the employees' hands-on skills, and results in the award of a certificate as a journeyman in the trade.

For more information, call (910) 362-7319.

Notary Public

The North Carolina Secretary of State's office requires that anyone wishing to serve as a Notary Public in North Carolina must successfully complete an approved Notary Public course before applying for commission. In order to take this course and become a Notary Public in North Carolina, an individual must meet certain requirements which include, but are not limited to the following: 18 years of age or older; reside or work in the state of North Carolina; possess a high school diploma or equivalent, legally reside in the United States; speak, read, and write in English; and have no felony convictions. In the event of a misdemeanor conviction or any question about eligibility, interested students should call the NC Secretary of State's office at (919) 807-2000 before signing up for the course.

Marine Captain's License Preparation

This 64-hour course provides students with the information necessary to take the US Coast Guard examination for licensing as an Operator of Uninspected Passenger Vessels (OUPV) up to 100 gross tons, on inland, near coastal or ocean waters. The examination is then administered upon conclusion of the course.

Upgrade from Operator of Uninspected Passenger Vessels (OUPV) to Master

This 24-hour course is provided to enable the holder of a 6 Passenger OUPV Captain's license to upgrade to a Master's Level License, which is required for inspected vessels certified to carry more than 6 passengers. Upon successful completion of this course, a Certificate of Completion is awarded which is then presented to the Coast Guard as part of the Master's License issuance process. The subject material covered in the course is in accordance with guidelines set by the U. S. Coast Guard.

Medical Coding and Billing Specialist

This program prepares students to take the AAPC Certified Medical Coder exam. To complete the program students must take the following classes: Anatomy & Physiology/Medical Terminology, Introduction to Medical Coding and Advanced Medical Coding. Each class is 96 hours. An optional Certification Exam Prep class is provided before the certification exam date. A required orientation session for newly enrolled students is held prior to the first class. Online classes will be scheduled accordingly.

For more information, call (910) 362-7370.

Nurse Aide Program

This program provides students with the required classroom, skills lab and direct patient care experience to become a Certified Nursing Assistant, and Personal and Home Care Aide.

Nurse Aide Level I - Prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults.

Nurse Aide Refresher - A refresher course designed for skill/competency testing of Nurse Aide I employees.

Nurse Aide Level II - Prepares Nurse Aides to perform more complex nursing skills.

Nurse Aide Level II Refresher (with Competency Assessment) - This Refresher with competency assessment is available for the Nurse Aide II who has an expired Nurse Aide II listing.

Personal and Home Care Aide - this course provides advanced training in Home Care for the Nurse Aide I.

For additional information and class schedules.

- Wilmington location: (910) 362-7370
- Burgaw location: (910) 362-7909 or 362-7370
- Surf City location: (910) 362-7370

Photography

The DSLR photography series of courses takes the serious aspiring photographer from the basics of digital photography through more advanced techniques to studio lighting and on-location photo shoots. Courses for recreational point-and-shoot photographers are also available.

ServSafe® Certification

The ServSafe® Certification course teaches safe food handling practices and prepares students to take the ServSafe® Certification exam created by the National Restaurant Association. The exam is administered on the last night of class. This is an important certification for anyone working in food service.

Substance Abuse Counseling Program

This program provides students with the 270 education/training hours required by the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) in order to earn certification as a Certified Substance Abuse Counselor (CSAC). It is important for those interested in this program to review the additional requirements that are outlined on the NCSAPPB website.

For more information, call (910) 362-7370.

Welding: 4 Modules

Topics include Blueprint Reading, Virtual Welding Simulation, and Testing/Inspection.

Qualifications: Upon completion of this course, students will demonstrate and understand how to read blueprints using symbols and specifications, use the virtual welding simulation software, and better understand the testing/inspection qualifications. Students who complete this first course will be eligible for hands-on welding courses to earn AWS certifications in MIG, TIG, and Stick welding.

About Duke Energy: Duke Energy has recognized that even though the Carolinas have top-rated community and technical college systems, budgetary constraints present a challenge for them. Duke Energy's Community College Grant Program provides a financial boost that helps enable college systems to extend their expertise, to provide rewarding opportunities for students, and ultimately, to help revitalize manufacturing in the Carolinas.

About North Carolina Community Foundation: North Carolina Community Foundation administers the Duke Energy Community College Grant Program in the Duke Energy Progress area of the state. The Foundation is the single statewide community foundation in North Carolina, serving the philanthropic needs of donors and a broad range of charitable purposes in North Carolina. Visit www.nccommunityfoundation.org.

Small Business Center

The Small Business Center is a provider of business counseling, education, training, and referrals developed to provide start-up assistance to individuals or advice to existing business owners. Our goal is to improve the success rate and number of viable small businesses in Pender and New Hanover counties.

CLASSES/SEMINARS

Targeted to prospective and existing Small Business owners including topics like Business Basics, Marketing, Financials, Writing the Business Plan, QuickBooks, Grant Writing, and Customer Service just to name a few!

COUNSELING

Confidential one-on-one business counseling services.

REFERENCE LIBRARY

Access to our Reference Library is available by appointment and includes Internet Access, business planning, and accounting software, marketing/website videos, and business books.

Visit us online at <http://www.cfcc.edu/sbc> to register for classes, find how-to startup documents, and download helpful demographics and statistics to aid in writing a business plan, or call the SBC at (910) 362-7216.

Public Safety Department

cfcc.edu/publicsafety

Emergency Medical Technician/Paramedic Program

Emergency Medical Technician initial training prepares the student to perform basic patient care in a pre-hospital setting. The AEMT and Paramedic initial training builds on the EMT initial training and prepares the student to perform basic and advanced patient care in the pre-hospital setting. The course goal for the EMT, AEMT, and Paramedic is to prepare competent entry-level EMS personnel in the cognitive, psychomotor, and affective learning domains. After successful completion of the course, a state examination is required for credentialing. Additional courses offered include continuing education and refresher for all levels of EMS training. Specialty courses may be offered upon request.

For information and class schedules, call (910) 362-7751.

CoAEMSP Required Published Statement

The Cape Fear Community College Continuing Education Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111312

Rowlett, TX 75088

214-703-8445 FAX 214-703-8992

www.coaemsp.org

In-Service Law Enforcement Continuing Education Courses

Our program offers State Mandated In-Service Training courses for Sworn Law Enforcement Officers affiliated with an existing Law Enforcement Agency. We offer RADAR/LIDAR Certification & Recertification

classes several times per year. A Law-Enforcement General Instructor course is offered 2 times per year. We can provide specialized training to Law Enforcement officers on an as needed basis.

For more information see the CFCC Law Enforcement website at www.cfcc.edu/publicsafety/law-enforcement-training. E-mail lawenfrtraining@cfcc.edu or call (910)-362-7217, (910) 362-7649 or (910) 362-7822.

Fire/Rescue and Emergency Management

The Public Safety Fire/Rescue Training Department offers fire and rescue training as well as Emergency Management certification classes and National Fire Academy Programs in New Hanover and Pender counties. Classes for North Carolina Office of the State Fire Marshall (OSFM) State Certification, National Fire Academy and NC State Emergency Management Certification programs are offered by coordinating with area fire and rescue departments and emergency management personnel. Firefighter recertification and courses in the latest technology are also offered locally. CERT (Community Emergency Response Team), fire brigade/emergency response team training and customized training programs are available upon request.

For more information call (910) 362-7799 or (910) 362-7711.

First Responder Academy

This academy is a comprehensive program which includes Firefighter, Haz-Mat, Technical Rescue, TR Vehicle Rescue, Driver Operator, Emergency Vehicle Driver, Emergency Medical Technician (EMT), Driver Operator Pump Operations, Driver Operator Aerial Operations, Rapid Intervention and other vital classes necessary for future firefighters.

For additional information about the Academy, please call (910) 362-7770 or e-mail firetraining@cfcc.edu.

NC OSFM State Certification Programs and National Fire Academy Programs

- Firefighter
- Emergency Vehicle Driver
- Driver Operator Aerial Operations Driver Operator Pump Operations Hazardous Materials
- Technical Rescuer (TR) TR Vehicle Rescue (VR) TR Confined Space Rescue TR Trench Rescue
- TR Structural Collapse TR Wilderness Rescue TR Water Rescue Airport Firefighter
- Fire Instructor Level I & II
- Fire Life Safety Educator Level I, II, & III
- Fire Officer I, II, III, & IV
- Fire Inspector Level I, II, & III
- Marine Firefighting
- Chief 101
- Leadership I, II, & III (NFA)

NC Emergency Management State Certification Program

NC Emergency Management Levels I-IV All Hazards Courses are offered.

For more information call 362-7799 or 362-7711.

NIMS ICS (National Incident Management System) Incident Command System FEMA-Federal Emergency Management Agency

The National Incident Management System (NIMS) which is under the Federal Emergency Management Agency provides consistent nationwide template to enable all government, private sector, and nongovernmental organizations, including all first responders, to work together effectively during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity and improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. NIMS provides for interoperability and compatibility among all responders.

- NIMS ICS-700 National Incident Management System An Introduction
- NIMS ICS-100 NIMS: Introduction to the Incident Command System
- NIMS ICS-200 NIMS: ICS for Single Resources and Initial Action Incidents
- NIMS ICS-300 NIMS: Incident Command System, Intermediate
- NIMS ICS-400 NIMS: Incident Command System, Advanced
- NIMS ICS-402 NIMS: Overview for Executives, Senior Officials
- NIMS ICS-Special classes upon request.

For more information call 362-7799 or 362-7770.

Public Safety Colleges

- Pender County Firefighters Association Public Safety College – annually in January.
- New Hanover County Firefighters Association Public Safety College – annually in April.
- Eastern Carolina Firefighters Association Public Safety College – annually in October.

For more information call (910) 362-7799 or (910) 362-7770.

Fire/Security Alarms System Technician (FAST)

The Fire Alarm System Training (FAST) program is designed to produce competent and qualified individuals in the field of alarm systems. It is our belief that properly trained and knowledgeable alarm system designers and technicians will reduce the losses due to fire or false alarms and improve the quality of life in the community. This program is offered online.

For more information contact Paul Inferrera at pinferrera@cfc.edu.

Burgaw Center

**100 East Industrial Drive
Burgaw, North Carolina 28425**

Phone: (910) 259-4966 or 362-7900 Fax: (910) 259-9048

The CFCC Burgaw Center offers continuing education classes at this Pender County location. Pre-registration is required, call: (910) 362-7909. The curriculum classes that meet in the Burgaw Center are registered through the main campus at CFCC in Wilmington, NC.

Alston W. Burke Center

**621 NC Highway 210 E
Surf City, North Carolina 28445**

CFCC offers continuing education classes at the Alston W. Burke Center. Pre-registration is required, call: (910) 362-7931.

Continuing Education Services

The Continuing Education Division promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Non-credit classes and seminars offered will allow adults to achieve their full potential in our ever-changing world of knowledge and skills by preparing for employment to upgrade their skills or learn a new skill.

Human Resources Development Program

The Human Resources Development (HRD) program is designed for unemployed or underemployed individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and are free for those who qualify. See Corporate and Continuing Education Division for further details.

Basic Skills and Career Readiness Department

The Basic Skills and Career Readiness Department offers literacy classes for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills. All classes are free and are offered at convenient times and locations. Anyone under 18 years of age must have school and parental release forms. See Extended Services Continuing Education Division for further details.

The Career Readiness program (formerly known as Human Resources Development) is designed for unemployed or underemployed individuals who wish to become more marketable by upgrading their

employability skills. Classes are year round and are free for those who qualify. See Corporate and Continuing Education Division for further details.

College Transfer Program Information

General Education Values Statement

General Education Courses and Competencies

All associate degree programs at Cape Fear Community College (CFCC) comply with the program standards established by the North Carolina Community College System. Each degree program includes a general education component consisting of a minimum of 15 credit hours:

- The Associate in General Education program requires a minimum of 15 general education credit hours;
- The Associate in Applied Science programs require a minimum of 15 general education credit hours;
- The Associate in Engineering requires a minimum of 42 general education credit hours;
- The Associate in Arts requires a minimum of 46 general education credit hours;
- The Associate in Science requires a minimum of 45 general education credit hours; and
- The Associate in Fine Arts programs require the following: 25-26 general education credit hours in the Music premajor, 31-32 general education credit hours in the Theatre premajor, and 25-26 general education credit hours in the Visual Arts premajor.

Degree programs' general education components are comprised of courses from some or all of the following areas: communications, humanities and fine arts, social and behavioral sciences, natural sciences, and mathematics.

General education courses are designed to introduce students to a wide variety of academic topics and traditions. These courses also help promote students' attainment of CFCC's general education competencies, which represent the broad areas of knowledge and skills that students develop in the general education component of their degree programs. CFCC's general education competencies include:

- **Computer Literacy:** Utilizing computing technologies for academic, professional, and personal productivity.
- **Critical Thinking:** Applying critical thinking to problems, scenarios, and arguments in order to reach sound solutions, decisions, and positions.
- **Global Awareness:** Utilizing the knowledge and skills necessary for understanding world events, cultures, and social institutions.
- **Oral Communications:** Using oral communications skills to convey information, ideas, and arguments to specific audiences.
- **Quantitative Reasoning:** Utilizing quantitative reasoning skills to make sense of and solve numerical problems and scenarios.
- **Scientific Reasoning:** Using fundamental scientific concepts and theories to analyze problems, observations, and/or experiments.

- **Written Communications:** Using written communications skills to convey information, ideas, and arguments to specific audiences.

These competencies promote learners' appreciation for intellectual rigor, academic integrity, cultural diversity, and responsible citizenship.

College Transfer/University Parallel

General Information and Articulation Agreements

University of North Carolina Minimum Admission Requirements, Effective Fall 2006

(More commonly referred to as "Minimum Course Requirements" or "MCR")

To enroll in a senior institution in the University of North Carolina (UNC) System, students whose high school class graduated in 1990 or later must have completed the following high school requirements:

- Four (4) units of English (emphasizing grammar, composition, and literature)
- Two (2) units of a language other than English
- Four (4) units of mathematics in any of the following combinations:
 - Algebra I and II and geometry and one unit beyond Algebra II, or
 - Algebra I and II and two units beyond Algebra II, or
 - Integrated Mathematics I, II, and III and one unit beyond Integrated Math III (The fourth unit of mathematics affects applicants to all UNC institutions except the North Carolina School of Arts. The mathematics courses with Algebra II as a prerequisite that meet the new UNC Minimum Course Requirement are AP Calculus; AP Statistics; Pre-Calculus, formerly Advanced Math; Discrete Mathematics; IB Mathematics IV; and Advanced Functions and Modeling.)
- Two (2) units of social studies (including one unit of US history).
- Three (3) units of science (including a unit of life or biological science, a unit of physical science, and at least one laboratory course).

If a student has not met all the above requirements, the student is considered deficient in MCR. To remove an MCR deficiency and enroll in the UNC System, a student may choose one of the following options:

1. Earn an Associate in Arts degree, an Associate in Science degree, a baccalaureate, or any other higher degree.
2. Complete the following:
 - Six (6) semester hours of freshman composition.
 - Six (6) semester hours of college-level mathematics (must have an M-A-T prefix).
 - Six (6) semester hours of natural sciences.
 - Six (6) semester hours of social and behavioral sciences.
 - Six (6) semester hours of a foreign-language sequence (for students who graduate from high school in 2003-04 and beyond).

Students should always check with the Admissions Office of the receiving institution for the most current transfer information. Effective fall of 2014, UNC institutions will develop, publish, and maintain four-year degree plans identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower division general education requirements.

The North Carolina Comprehensive Articulation Agreement

To facilitate the transfer of students between the North Carolina Community College System and the constituent institutions of the University of North Carolina System, the North Carolina General Assembly mandated the Comprehensive Articulation Agreement (CAA). The CAA applies to students who are pursuing an Associate in Arts or an Associate in Science degree and provides guidance to those who are pursuing an Associate in Fine Arts degree. The main difference between the Associate in Arts and the Associate in Science degrees is that the Associate in Science degree requires a stronger background in math and science. These two transfer programs consist mainly of general education courses. The general education courses provide opportunities for students to know the philosophy, literature, institutions, and art of their own culture and other cultures; to understand math and science; to communicate with others and develop a sense of community. These courses also help students achieve competencies in the following: reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Students should choose electives that align with their intended major and institution.

While general education courses may be used as electives, electives may not be used to fulfill general education requirements. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, before or after transfer to the senior institution. Only 60-61 semester hours are guaranteed to transfer.

To receive the maximum benefit from the CAA, students may transfer as juniors if they follow these guidelines:

- Earn an Associate in Arts degree or an Associate in Science degree.
- Earn a grade of "C" or better in all CAA courses.
- Earn an overall grade-point average of a "C" or a 2.0 at the time of transfer (Note: If the entering grade-point average of the receiving institution is higher than the 2.0 CAA grade-point average, the student must comply with the requirement of the receiving institution. Students should always contact the receiving institutions for the latest information about the admission and program standards. Some UNC institutions do not accept grades of a "C-," even though CFCC will accept a "C-.")
- Obtain acceptance at the UNC institution.

Under the CAA, no student is guaranteed admission to the UNC institution of his/her choice or to any specific program or professional school in the institution. Admission is a competitive process.

Students Not Completing the Associate in Arts or Associate in Science Degrees

A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component (UGETC) will receive credit applied toward the university's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/ Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a UGETC course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit. (Source: CAA Manual, February 21, 2014)

Transfer of Courses Not Originated at North Carolina Community Colleges

Transfer credit for courses that originate at a UNC institution or an independent college or university that is part of the CAA is acceptable as part of a student's successfully completed general education core or associate in arts or associate in science program under the CAA.

Transfer courses that do not originate at a North Carolina community college may be used under the CAA with the following stipulations:

1. Courses must be completed at a regionally accredited institution of higher education (like the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, and the New England Association of Schools and Colleges); and
2. Courses must meet the general education requirements; and
3. Courses may total no more than 14 semester hours of credit of the general education course credit.
4. For courses not originating at a North Carolina community college, if the courses are used to complete the associate in arts or science degree, the courses will be taken as a complete package. Otherwise, if 14 or fewer hours are presented without completion of the associate in arts or science, then the receiving institution will consider the courses on a course-by-course basis.

Transfer Assured Admissions Policy (TAAP)

The Comprehensive Articulation Agreement (CAA) assures the admission of a North Carolina community college graduate to one of the sixteen (16) University of North Carolina (UNC) institutions with the following stipulations:

- Admission is not assured to a specific campus or program or major.
- Students must have graduated from a North Carolina community college with an Associate in Arts or an Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have a minimum grade-point average of 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of "C" or better in all CAA courses. (Note: If the entering grade-point average of the receiving institution is higher than the 2.0 CAA grade-point average, the student must comply with the requirement of the receiving institution. Students should always contact the receiving institutions for the latest information about admission and program standards.)
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements for the institution to which they apply.
- Students must meet all application requirements at the receiving institution, including the submission of all required documentation by stated deadlines.

If a student is denied admission to a UNC institution, he or she should receive a letter from that institution directing the student to the College Foundation of North Carolina (CFNC) website. At the CFNC website, the student will be presented with the conditions of the TAAP. If these conditions are met, the student will be given information regarding space availability and contacts within other UNC institutions. The student should contact those institutions and get specific information about admissions and available majors.

If the steps above do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

The Articulation Agreement Between Cape Fear Community College and The University of North Carolina at Wilmington

Effective March 1, 1999, the University of North Carolina at Wilmington (UNCW) agrees to accept for academic credit college transfer course work completed at Cape Fear Community College (CFCC). Graduates of a college transfer program at CFCC may receive automatic admission provided that space is available, which is usually in the summer and the fall, and may transfer to UNCW as a junior if they meet the following criteria:

- Earn at least a "C" in each transferable course
- Earn an overall grade-point average of a "B" or a 3.0 on a 4.0 scale (based on CFCC's calculation)
- Complete an Associate in Arts degree or an Associate in Science degree
- Complete the admissions process at UNCW.

One foreign language course (3 SHC) is required under the bilateral agreement, and the PE requirement is waived. The foreign language course may be taken at CFCC or UNCW.

Purpose of the College Transfer Programs

Most of the college transfer programs provide the first two years or the basic studies requirements of a baccalaureate degree. If students plan to transfer to a four-year college or university, they should declare a college transfer program as their program of study. Cape Fear Community College (CFCC) offers six college transfer programs: one (1) associate in arts, one (1) associate in science, one (1) associate in engineering, and three (3) associate in fine arts.

These academic programs help students develop the abilities to solve problems, understand scientific principles, write and speak effectively, use computers, reason and think critically, research, understand cultures, manipulate numerical data, and work in teams—invaluable workplace skills for the 21st century. Across the college transfer curricula, faculty try to adapt to students' learning styles by using a variety of teaching techniques. In turn, students are expected to adapt to a variety of teaching styles. To evaluate student performance, faculty use some of the following methods: critical analysis papers and research papers; article reviews; book critiques; organized discussions; video summaries and applications; journals and novels; study guides/concept sheet assignments; readers' analysis of readings; debates; current events papers; project/oral presentations; exams/quizzes (true/false, fill in the blanks, short answers, multiple choice, essay); portfolios; hands-on assignments and faculty observation; peer reviews; role-playing; resumes, business letters, and compositions.

Enrollment in the college transfer programs averages 3,400 students per semester, excluding summer sessions. A majority of CFCC students transfer to UNC-Wilmington, East Carolina University, Appalachian State University, North Carolina State University, and UNC-Charlotte.

Choosing a Program of Study

When choosing a program of study, students should

- Consider their talents/abilities, personality, and passions/ dreams.

- Research the career of their choice for information about the following: the nature of the career, qualifications, salary range, market demand, employment locations, and related fields. For information about careers, students may visit CFCC's Career and Testing Services.
- Be willing to change their program if they discover a more rewarding academic field. Through a classroom project, an extracurricular activity, or an interview with someone in a field, a student may decide his or her career goal. Review the websites about academic majors from senior institutions.

The Public Institutions in the University of North Carolina System and Their Website Addresses

Appalachian State University

<http://www.appstate.edu/>

East Carolina University

<http://www.ecu.edu/admissions/>

Elizabeth City State University

<http://www.ecsu.edu/admissions/>

Fayetteville State University

<http://www.uncfsu.edu/admissions/>

North Carolina A&T State University

<http://www.ncat.edu/admissions/index.html>

North Carolina Central University

<http://www.nccu.edu/admissions/index.cfm>

North Carolina School of the Arts

<https://www.uncsa.edu>

North Carolina State University

http://www.fis.ncsu.edu/uga/_vti_bin/shtml.exe/admissio.htm/map

UNC-Asheville

<https://admissions.unca.edu>

UNC-Chapel Hill:

<http://admissions.unc.edu>

UNC-Charlotte

<http://www.uncc.edu/admissions/>

UNC-Greensboro

<http://www.uncg.edu/admissions/>

UNC-Pembroke

<http://www.uncp.edu/admissions-aid>

UNC-Wilmington

<http://www.uncw.edu/uncwadmissions/>

Western Carolina University

<http://admissions.wcu.edu/>

Winston-Salem State University

<http://wssu.edu/admissions/admission-requirements/transfer-student-applicants/default.aspx>

The Private Colleges and Universities in North Carolina that Endorse the Statewide Comprehensive Articulation Agreement and Their Website Addresses

Barton College

<http://www.barton.edu/>

Belmont Abbey College

<http://www.belmontabbeycollege.edu/admissions/>

Bennett College

<http://www.bennett.edu/>

Brevard College

<https://www.brevard.edu/admissions/apply-admission-o>

Campbell University

<http://www.campbell.edu/admissions/undergraduate/>

Catawba College

<http://catawba.edu/admissions/>

Chowan College

<http://www.chowan.edu/>

Gardner-Webb University

<http://gardner-webb.edu>

Johnson C. Smith University

<http://www.jcsu.edu/admissions>

Lees-McRae College

<http://www.lmc.edu/admissions/>

Livingstone College

<http://www.livingstone.edu/admissions/>

Louisburg College

<https://www.louisburg.edu/admissions/index.html>

Mars Hill College

<http://www.mhu.edu/admissions/transfer-students>

Montreat College

<http://www.montreat.edu/>

North Carolina Wesleyan College

<http://www.ncwc.edu/admissions/transfer.php>

Peace College

<http://www.peace.edu/admissions/transfer-students>

Pfeiffer College

<http://www.pfeiffer.edu/>

Queens University of Charlotte

<http://www.queens.edu/>

Saint Andrews Presbyterian College

<https://www.sa.edu/admissions/transfer-students>

St. Augustine's University

<http://www.st-aug.edu/index2.htm>

Shaw University

<http://www.shawuniversity.edu/>

University of Mount Olive

<https://www.umo.edu/admissions/transfer-students>

Warren Wilson College

<http://www.warren-wilson.edu/admission>

Wingate University

<https://www.wingate.edu/office-of-admissions/transfer-towingate-university/>

Art Supplies - In addition to the purchase of a textbook, some art classes require students to purchase supplies. The following costs are estimations and will depend on the instructor, the place of purchase, and the maker/manufacturer: ART 121 - Two-Dimensional Design - Design I, \$75-\$100; ART 131 - Drawing I, \$80 - \$100; ART 240 - Painting I, \$150-\$175 (an additional \$80 needed if a class wants to learn about watercolors and oils/acrylics.); and ART 261 - Photography I, \$120 for film, paper and supplies. ART 261 also requires students to have a manual 35-millimeter camera. ART 283 - Ceramics I, Students in ART 283 must pay \$10-\$20 for a personal tool packet, available at the CFCC Bookstore.

Math Supplies - Students are required to purchase a graphic calculator (an estimate of \$100) if they enroll in the following math classes: MAT 121, MAT 122, MAT 152, MAT 171, MAT 172, MAT 271, MAT 272, and MAT 273. (TI-84Plus is recommended.)

Internet, hybrid, and some face-to-face math courses require a MyLabsPlus student access code. This code is included with the purchase of a new textbook from the CFCC bookstore and is used to access the online portion of the class. If a used book is purchased, the code must be purchased separately at an additional cost either at the CFCC Bookstore or online from the publisher of the textbook.

Physical Education (PED) Information

Some PED classes require membership at a commercial facility approved by the class instructor. The cost ranges from \$20 to \$144 depending on the course and the facility. Some PED courses meet off campus at local parks.

All PED courses require a physical activity component. Details on specific PED course requirements may be found in the Course Descriptions section at the rear of the catalog.

NOTE: The course PED 110 requires the commercial membership only if the PED 110 class is an internet class. The commercial facility must be approved by the instructor.

Science Supplies

Internet, hybrid, and face-to-face science courses may require software as an online supplement. This software will be included with the purchase of a new textbook from the CFCC Bookstore. The software may also be purchased separately at an additional cost if one is using a used textbook.

Students enrolled in BIO 175 are required to buy their own disposable lab coats, gloves, and goggles. These items may be purchased through the CFCC Bookstore. More information concerning lab coats and safety glasses will be given during the first day of class.

Students enrolled in CHM 131/CHM 131A, CHM 151, CHM 152, CHM 251 and CHM 252 are required to buy safety glasses that give full coverage with side protection for the eyes. Safety glasses may be purchased through the CFCC Bookstore. In addition, students taking CHM 251 and CHM 252 will also need to purchase a cloth lab coat. More information concerning lab coats and safety glasses will be given during the first day of class.

Students enrolled in the Internet sections of BIO 110 or CHM 151, as designated as "I" followed by the section number, are required to purchase a science lab kit. Please check with the CFCC Bookstore for the cost of the kit.

Students enrolled in the Internet sections of PHY 110 are required to purchase a metric ruler, a metric stick, and a 128 Hz tuning fork. Please check the instructor's syllabus for purchasing details.

Staying Informed

Students should observe the school calendar, published in the front of the catalog, and read their CFCC email regularly to keep current. Such information as the following is provided: College Day at CFCC; announcements about the monthly visits from UNCW representatives on CFCC's campus, fall and spring semesters; the Spring Fling; announcements about the Advisement Period; the dates for non-punitive withdrawals from classes.

General Information

- Change of Name/Address
- Housing
- Children on Campus Policy
- Lost and Found
- Dress
- Parking

Change of Name/Address

It is extremely important for the College to have accurate name and address information for each student. Students must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles in order to process a name change. Name changes can only be done in person. Students with new addresses may complete a form with the Registrar's Office or update their address online through WebAdvisor/Student Planning.

Children on Campus Policy

Children cannot be taken into classrooms, laboratories or shops unless authorized by College personnel. Children cannot be left unattended on campus including the Learning Resources Center, lounge areas, registration sites, administrative offices or parking lots.

Failure to comply with this policy will lead to disciplinary action as outlined in the College Catalog, Student Handbook and Faculty and Staff Handbook. Visitors violating this policy will be notified of the violation and continued violation will result in the individual being asked to leave campus.

Dress

CFCC invites prospective employers and industry representatives on campus throughout the academic year. Therefore, while students may dress casually, they are encouraged to dress neatly and cleanly. Students are required to wear shoes to help ensure safety on campus and/or college facilities.

Where special dress or safety devices are required by the College, North Carolina Community College System, regulations, or public law, students are expected to fulfill those requirements.

Housing

The College does not have housing facilities. However, upon request and if known, college officials will provide students information concerning available housing. Students are advised to have a clear understanding with landlords regarding all rental and/or lease agreements. Students are urged to make housing arrangements well in advance of enrollment.

Lost and Found

The Campus Police office will accept articles found on campus. If contact information is available, the owners will be notified. Articles will be held for the remainder of the semester and will then be donated to a non-profit organization.

Parking

To park on any CFCC property, you must clearly display a CFCC parking decal. Parking decals, along with rules and regulations, are obtained in the Business Office. Violation of parking policy may result in citations, towing or booting of vehicle, or further disciplinary action.

Downtown, the College offers student surface parking lots and a parking deck at 200 Hanover Street. Students must have a CFCC Student ID card to enter and exit the parking deck. North Campus, the Burgaw Center, and Alston W. Burke Center offer student surface parking lots.

Handicap parking is provided at each of the Downtown Campus buildings, North Campus buildings, the Burgaw Center, and Alston W. Burke Center. Downtown, anyone displaying a DMV Handicap placard or license plate may park in any of the metered parking spaces without paying.

For complete rules and regulations, along with the most up to date information regarding parking and traffic conditions, please refer to <http://cfcc.edu/parking/> or follow us on Twitter @cfccparking.

Calendar 2018-2019 (Print)

- Fall Semester 2018
- 1st Mini Session-Fall Semester 2018
- 2nd Mini Session-Fall Semester 2018
- Spring Semester 2019
- 1st Mini Session-Spring Semester 2019
- 2nd Mini Session-Spring Semester 2019
- Summer Semester 2019
- 1st Mini Session-Summer Semester 2019
- 2nd Mini Session-Summer Semester 2019

Fall Semester 2018

Faculty Advising Period for Currently Enrolled Career and Technical Students (Summer 2018 and Fall 2018)	April 2-13, 2018
Priority Registration Begins for Currently Enrolled Career and Technical Students (Summer 2018 and Fall 2018)	April 9, 2018
Faculty Advising Period for Currently Enrolled College Transfer Students (Summer 2018 and Fall 2018)	April 9-20, 2018
Priority Registration Begins for Currently Enrolled College Transfer Students (Summer 2018 and Fall 2018)	April 16, 2018
Registration Open for All Students (Current, New, and Returning - Fall 2018)	Mon, April 23, 2016
Last Day to Pay for Fall Classes	Wed, Aug 8, 2018
Faculty Return	Mon, Aug 13, 2018
In Service for Faculty & Staff	Wed, Aug 15, 2018
Late Registration & Deadline for Dropping a Class with 100% Refund	Thurs, Aug 16, 2018
Classes Begin	Fri, Aug 17, 2018
Saturday Classes Begin	Sat, Aug 18, 2018
Last Day to Drop for a 75% Refund (for most classes)	Tues, Aug 28, 2018
Withdrawal with a Grade of "W" Begins	Wed, Aug 29, 2018
Labor Day-College Closed	Mon, Sept 3, 2018
12 Week - Classes Begin	Mon, Sept 17, 2018
12 Week - Last Day to Drop for a 75% Refund	Tues, Sept 25, 2018
12 Week - Withdrawal with a Grade of "W" Begins	Wed, Sept 26, 2018
Riverfest-Fall Break-No Classes-College Open	Fri, Oct 5, 2018

Riverfest-Fall Break-College Closed	Sat, Oct 6, 2018
Last Day to Withdraw with Grade of "W"	Thurs, Oct 25, 2018
Saturday Classes End	Sat, Oct 27, 2018
Spring 2019 Faculty Advising Begins for All Students	Mon, Oct 22, 2018
Priority Registration Begins for Current Students	Mon, Oct 29, 2018
Priority Registration Continues for Current Students	Tues, Oct 30, 2018
Priority Registration Continues for Current Students	Wed, Oct 31, 2018
Registration Open for All Students (Current, New, and Returning)	Thurs, Nov 1, 2018
Spring 2019 Faculty Advising Ends	Fri, Nov 2, 2018
Last Day to File an Intent to Graduate for Fall Semester	Fri, Nov 2, 2018
12 Week - Last Day to Withdraw with a Grade of "W"	Tues, Nov 6, 2018
Thanksgiving Break-No Classes-College Open	Tues-Wed, Nov 20-21, 2018
Thanksgiving Break-College Closed	Thurs-Sat, Nov 22-24, 2018
Last Day to Pay for Spring 2019 Classes	Fri, Dec 7, 2018
Classes End	Fri, Dec 14, 2018
Grades Due by 5PM	Mon, Dec 17, 2018
Christmas Break-College Closed	Sat-Mon, Dec 22-31, 2018
New Year's Day Observed-College Closed	Tues, Jan 1, 2019
Faculty Return	Wed, Jan 2, 2019

Refund of Tuition

100% through Thurs, Aug 16, 2018

75% (full-term) through Tues, Aug 28, 2018 for most classes

None Thereafter

Note: Courses with non-standard dates may have different dates for refunds and withdrawing from classes. These courses with dates are published on the website <http://cfcc.edu/registrar/datesanddeadlines/>

1st Mini Session-Fall Semester 2018

Last Day to Pay for Fall Classes	Fri, Aug 8, 2018
Late Registration & Deadline for Dropping a Class with 100% Refund	Thurs, Aug 16, 2018
Classes Begin	Fri, Aug 17, 2018
Last Day to Drop for a 75% Refund (for most classes)	Wed, Aug 22, 2018
Withdrawal with a Grade of "W" Begins	Thurs, Aug 23, 2018
Labor Day-College Closed	Mon, Sept 3, 2018
Last Day to Withdraw with Grade of "W"	Thurs, Sept 20, 2018
Riverfest-Fall Break-No Classes-College Open	Fri, Oct 5, 2018
Riverfest-Fall Break-College Closed	Sat, Oct 6, 2018
Classes End	Mon, Oct 15, 2018
Grades Due by 5PM	Tues, Oct 16, 2018

Refund of Tuition

100% through Thurs, Aug 16, 2018
 75% through Wed, Aug 22, 2018 for most classes
 None Thereafter

Note: Courses with non-standard dates may have different dates for refunds and withdrawing from classes. These courses with dates are published on the website <http://cfcc.edu/registrar/datesanddeadlines/>

2nd Mini Session-Fall Semester 2018

Last Day to Pay for Fall Classes	Wed, Aug 8, 2018
Late Registration & Deadline for Dropping a Class with 100% Refund	Mon, Oct 15, 2018
Classes Begin	Tues, Oct 16, 2018
Last Day to Drop for a 75% Refund (for most classes)	Sun, Oct 21, 2018
Withdrawal with a Grade of "W" Begins	Mon, Oct 22, 2018
Last Day to Withdraw with Grade of "W"	Fri, Nov 16, 2018
Thanksgiving Break-No Classes-College Open	Tues-Wed, Nov 20-21, 2018
Thanksgiving Break-College Closed	Thurs-Sat, Nov 22-24, 2018

Classes End.

Fri, Dec 14, 2018

Grades Due by 5PM

Mon, Dec 17, 2018

Refund of Tuition

100% through Mon, Oct 15, 2018

75% through Sun, Oct 21, 2018 for most classes

None Thereafter

Note: Courses with non-standard dates may have different dates for refunds and withdrawing from classes. These courses with dates are published on the website <http://cfcc.edu/registrar/datesanddeadlines/>

Spring Semester 2019

Faculty Advising Period for Currently Enrolled Career and Technical Students (Spring 2019) Mon, Oct 22 - Fri, Nov 2, 2018

Priority Registration Begins for Currently Enrolled Career and Technical Students (Spring 2019) Mon, Oct 29, 2018

Faculty Advising Period for Currently Enrolled College Transfer Students (Spring 2019) Mon, Oct 29 - Fri, Nov 9, 2018

Priority Registration Begins for Currently Enrolled College Transfer Students (Spring 2019) Mon, Nov 5, 2018

Registration Open for All Students (Current, New, and Returning - Spring 2019) Mon, Nov 12, 2018

Last Day to Pay for Spring 2019 Classes Fri, Dec 7, 2018

New Year's Day Observed-College Closed Tues, Jan 1, 2019

Faculty Return Wed, Jan 2, 2019

Late Registration & Deadline for Dropping a Class with 100% Refund Wed, Jan 2, 2019

Classes Begin Thurs, Jan 3, 2019

Saturday Classes Begin Sat, Jan 5, 2019

Martin Luther King Day-College Closed Mon, Jan 21, 2019

No Classes-College Open Tues, Jan 22, 2019

Last Day to Drop for a 75% Refund (for most classes) Mon, Jan 14, 2019

Withdrawal with a Grade of "W" Begins	Tues, Jan 15, 2019
12 Week -Classes Begin	Mon, Feb 4, 2019
12 Week -Last Day to Drop for a 75% Refund	Sat, Feb 12, 2019
12 Week -Withdrawal with a Grade of "W" Begins	Sun, Feb 13, 2019
Spring Break-No Classes	Sat, Mar 2, 2019
Spring Break-No Classes-College Open	Mon-Fri, Mar 4-8, 2019
Last Day to File an Intent to Graduate for Spring	Fri, Mar 15, 2019
Saturday Classes End	Sat, Mar 16, 2019
Last Day to Withdraw with Grade of "W"	Wed, Mar 20, 2019
12 Week -Last Day to Withdraw with Grade of "W"	
Faculty Advising Period for Currently Enrolled Career and Technical Students (Summer 2019 and Fall 2019)	Mon, Apr 1, 2019 - Fri, Apr 12, 2019
Priority Registration Begins for Currently Enrolled Career and Technical Students (Summer 2019 and Fall 2019)	Mon, Apr 8, 2019
Faculty Advising Period for Currently Enrolled College Transfer Students (Summer 2019 and Fall 2019)	Mon, Apr 8, 2019 - Thurs, Apr 18, 2019
Priority Registration Begins for Currently Enrolled College Transfer Students (Summer 2019 and Fall 2019)	Mon, Apr 15, 2019
Registration Open for All Students (Current, New, and Returning - Summer 2019 and Fall 2019)	Mon, Apr 22, 2019
Azalea Festival-No Classes-College Open	Thurs-Fri, Apr 4-5, 2019
Azalea Festival-College Closed	Sat, Apr 6, 2019
Easter Holiday-College Closed	Fri-Sat, Apr 19-20, 2019
Classes End	Wed, May 8, 2019
Grades Due by 5pm	Thurs, May 9, 2019
Commencement	Fri, May 10, 2019

Refund of Tuition

100% through Wed, Jan 2, 2019
75% (full-term) through Mon, Jan 14, 2019 for most classes
None Thereafter

Note: Courses with non-standard dates may have different dates for refunds and withdrawing from classes.
These courses with dates are published on the website <http://cfcc.edu/registrar/datesanddeadlines/>

1st Mini Session-Spring Semester 2019

Late Registration & Deadline for Dropping a Class with 100% Refund	Wed, Jan 2, 2019
Classes Begin	Thurs, Jan 3, 2019
Last Day to Drop for a 75% Refund (for most classes)	Tues, Jan 8, 2019
Withdrawal with a Grade of "W" Begins	Wed, Jan 9, 2019
Martin Luther King Day-College Closed	Mon, Jan 21, 2019
No Classes-College Open	Tues, Jan 22, 2019
Last Day to Withdraw with Grade of "W"	Thurs, Feb 7, 2019
Classes End	Fri, Mar 1, 2019
Grades Due by 5pm	Mon, Mar 4, 2019

Refund of Tuition

100% through Wed, Jan 2, 2019
75% through Tues, Jan 8, 2019 for most classes
None Thereafter

Note: Courses with non-standard dates may have different dates for refunds and withdrawing from classes.
These courses with dates are published on the website <http://cfcc.edu/registrar/datesanddeadlines/>

2nd Mini Session-Spring Semester 2019

Late Registration & Deadline for Dropping a Class with 100% Refund	Fri, Mar 8, 2019
Classes Begin	Mon, Mar 11, 2019
Last Day to Drop for a 75% Refund (for most classes)	Sat, Mar 16, 2019
Last Day to File an Intent to Graduate for Spring	Fri, Mar 15, 2019
Withdrawal with a Grade of "W" Begins	Sun, Mar 17, 2019

Azalea Festival-No Classes-College Open	Thurs-Fri, Apr 4-5, 2019
Azalea Festival-College Closed	Sat, Apr 6, 2019
Easter Holiday-College Closed	Fri-Sat, Apr 19-20, 2019
Last Day to Withdraw with Grade of "W"	Mon, Apr 15, 2019
Classes End	Wed, May 8, 2019
Grades Due by 5pm	Thurs, May 9, 2019

Refund of Tuition

100% through Sun, Mar 10, 2019
 75% through Sat, Mar 16, 2019 for most classes
 None Thereafter

Note: Courses with non-standard dates may have different dates for refunds and withdrawing from classes. These courses with dates are published on the website <http://cfcc.edu/registrar/datesanddeadlines/>

Summer Semester 2019

(8 and 10 week)

Faculty Advising Period for Currently Enrolled Career and Technical Students (Summer 2019 and Fall 2019)	Mon, Apr 1, 2019 - Fri, Apr 12, 2019
Priority Registration Begins for Currently Enrolled Career and Technical Students (Summer 2019 and Fall 2019)	Mon, Apr 8, 2019
Faculty Advising Period for Currently Enrolled College Transfer Students (Summer 2019 and Fall 2019)	Mon, Apr 8, 2019 - Thurs, Apr 18, 2019
Priority Registration Begins for Currently Enrolled College Transfer Students (Summer 2019 and Fall 2019)	Mon, Apr 15, 2019
Registration Open for All Students (Current, New, and Returning - Summer 2019 and Fall 2019)	Mon, Apr 22, 2019
Late Registration	Fri, May 17, 2019
Deadline for Dropping a Class with 100% Refund	Sun, May 19, 2019
Classes Begin	Mon, May 20, 2019
8 Week-Last Day to Drop for a 75% Refund (for most classes)	Sat, May 25, 2019

10 Week-Last Day to Drop for a 75% Refund (for most classes)	Sun, May 26, 2019
8 Week-Withdrawal with a Grade of "W" Begins	Sun, May 26, 2019
10 Week-Withdrawal with a Grade of "W" Begins	Mon, May 27, 2019
Memorial Day-College Closed	Mon, May 27, 2019
Last Day to File an Intent to Graduate for Summer.	Fri, Jun 14, 2019
8 Week-Last Day to Withdraw with Grade of "W"	Fri, Jun 21, 2019
10 Week-Last Day to Withdraw with Grade of "W"	Tues, Jul 2, 2019
Independence Day-College Closed	Thurs, Jul 4, 2019
8 Week-Classes End	Thurs, Jul 18, 2019
10 Week-Classes End	Thurs, Aug 1, 2019
Grades Due by 5pm	Fri, Aug 2, 2019
Commencement	Fri, Aug 2, 2019

Refund of Tuition

100% through Sun, May 19, 2019
 75% (8 Week) through Sat, May 25, 2019 for most classes
 75% (10 Week) through Sun, May 26, 2019 for most classes
 None Thereafter

Note: Courses with non-standard dates may have different dates for refunds and withdrawing from classes. These courses with dates are published on the website <http://cfcc.edu/registrar/datesanddeadlines/>

1st Mini Session-Summer Semester 2019 (4 and 5 week)

Late Registration	Fri, May 17, 2019
Deadline for Dropping a Class with 100% Refund	Sun, May 19, 2019
Classes Begin	Mon, May 20, 2019
4 Week-Last Day to Drop for a 75% Refund (for most classes)	Wed, May 22, 2019

5 Week-Last Day to Drop for a 75% Refund (for most classes)	Thurs, May 23, 2019
4 Week-Withdrawal with a Grade of "W" Begins	Thurs, May 23, 2019
5 Week-Withdrawal with a Grade of "W" Begins	Fri, May 24, 2019
4 Week-Last Day to Withdraw with Grade of "W"	Wed, Jun 5, 2019
5 Week-Last Day to Withdraw with Grade of "W"	Mon, Jun 10, 2019
4 Week-Classes End	Mon, Jun 17, 2019
5 Week-Classes End	Mon, Jun 24, 2019
4 Week-Grades Due by 5pm	Tues, Jun 18, 2019
4 Week-Grades Due by 5pm	Tues, Jun 25, 2019

Refund of Tuition

100% through Sun, May 19, 2019
 75% (4 Week) through Wed, May 22, 2019 for most classes
 75% (5 Week) through Thurs, May 23, 2019 for most classes
 None Thereafter

Note: Courses with non-standard dates may have different dates for refunds and withdrawing from classes. These courses with dates are published on the website <http://cfcc.edu/registrar/datesanddeadlines/>

2nd Mini Session-Summer Semester 2019

(4 and 5 week)

Late Registration & Deadline for Dropping a Class with 100% Refund	Tues, Jun 25, 2019
Classes Begin	Wed, Jun 26, 2019
4 Week-Last Day to Drop for a 75% Refund (for most classes)	Fri, Jun 28, 2019
5 Week-Last Day to Drop for a 75% Refund (for most classes)	Sat, Jun 29, 2019
4 Week-Withdrawal with a Grade of "W" Begins	Sat, Jun 29, 2019
5 Week-Withdrawal with a Grade of "W" Begins	Sun, Jun 30, 2019
Independence Day-College Closed	Thurs, Jul 4, 2019
4 Week-Last Day to Withdraw with Grade of "W"	Mon, Jul 15, 2019

5 Week-Last Day to Withdraw with Grade of "W"	Thurs, Jul 18, 2019
4 Week-Classes End	Thurs, Jul 25, 2019
5 Week-Classes End	Thurs, Aug 1, 2019
Grades Due by 5pm	Fri, Aug 2, 2019

Refund of Tuition

100% through Tues, Jun 25, 2019
 75% (4 Week) through Fri, Jun 28, 2019 for most classes
 75% (5 Week) through Sat, Jun 29, 2019 for most classes
 None Thereafter

Note: Courses with non-standard dates may have different dates for refunds and withdrawing from classes. These courses with dates are published on the website <http://cfcc.edu/registrar/datesanddeadlines/>

Career & Technical Education Programs

Career & Technical Education

Business Technologies Department

Accounting and Finance A.A.S (A25800)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

General Education Requirements (15 credits)

Required Courses (3 credits)

- Take 3 credits:
 - ENG 111 - Writing and Inquiry **Credits: 3**

Communications (3 credits)

Take 1 course:

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts (3 credits)

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science (3 credits)

Take 3 credits:

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Math/Science

Take 1 course:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Requirements (23 credits)

Core (11 credits)

Take 11 credits:

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**

Finance Applications (3 credits)

Take 3 credits:

- BUS 225 - Business Finance **Credits: 3**

Computer Applications (3 credits)

Take 3 credits:

- CIS 110 - Introduction to Computers **Credits: 3**

Spreadsheet Applications (3 credits)

Take 3 credits:

- CTS 130 - Spreadsheet **Credits: 3**

Economics (3 credits)

Take 3 credits:

- ECO 151 - Survey of Economics **Credits: 3**

Concentration Requirements (14 credits)

Accounting (14 credits)

Take 14 credits:

- ACC 129 - Individual Income Taxes **Credits: 3**
- ACC 130 - Business Income Taxes **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 150 - Accounting Software Appl **Credits: 2**
- ACC 220 - Intermediate Accounting I **Credits: 4**

Other Major Requirements (19 credits)

Required Courses (16 credits)

Take 16 credits:

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- ACC 221 - Intermediate Acct II **Credits: 4**
- ACC 225 - Cost Accounting **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 121 - Business Math **Credits: 3**

Elective (3 credits)

Take 3 credits:

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- BUS 135 - Principles of Supervision **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- OST 136 - Word Processing **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Credits: 71 SHC

Recommended Course Sequence

Fall Semester 1

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 121 - Business Math **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester 1

- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
Math Elective
Humanities/Fine Arts Elective
Communications Elective

Summer Semester 1

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
Social/Behavioral Science Elective

Fall Semester 2

- ACC 129 - Individual Income Taxes **Credits: 3**
- ACC 150 - Accounting Software Appl **Credits: 2**
- ACC 220 - Intermediate Accounting I **Credits: 4**
- BUS 225 - Business Finance **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**

Spring Semester 2

- ACC 130 - Business Income Taxes **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 221 - Intermediate Acct II **Credits: 4**
- ACC 225 - Cost Accounting **Credits: 3**
Accounting Elective

Business Administration, A.A.S. (A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education

base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

General Education Requirements (15 credits)

Required (6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives (3 credits)

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**

Math/Natural Science Electives (3-4 credits)

Take 3-4 credits:

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CHM 131 - Introduction to Chemistry **Credits: 3 and**
- CHM 131A - Intro to Chemistry Lab **Credits: 1**

- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Social/Behavioral Science Electives (3 credits)

Take 3 credits:

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements (21 credits)

Required (12 credits)

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Accounting (4 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**

Economics (3 credits)

- ECO 151 - Survey of Economics **Credits: 3**

Computer Applications (2-3 credits)

Take 1 course:

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 3**

Concentration Requirements (12 credits)

- BUS 121 - Business Math **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- BUS 285 - Business Management Issues **Credits: 3**

Other Major Requirements (22 credits)

Required (13 credits)

- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**

Business Administration Electives (9 credits)

Take 9 credits:

Take 9 credits:

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- ACC 129 - Individual Income Taxes **Credits: 3**
- ACC 150 - Accounting Software Appl **Credits: 3**
- ACC 220 - Intermediate Accounting I **Credits: 4**
- BAF 110 - Principles of Banking **Credits: 3**
- BAF 111 - Teller Training **Credits: 3**
- BAF 232 - Consumer Lending **Credits: 3**
- BAF 234 - Residential Mort Lending **Credits: 3**
- BUS 135 - Principles of Supervision **Credits: 3**
- BUS 230 - Small Business Management **Credits: 3**
- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- INT 110 - International Business **Credits: 3**
- MKT 221 - Consumer Behavior **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

- MKT 224 - International Marketing **Credits: 3**
- MKT 232 - Social Media Marketing **Credits: 4**
- OST 136 - Word Processing **Credits: 3**
- RLS 112 - Broker Prelicensing **Credits: 5**
- RLS 113 - Real Estate Mathematics **Credits: 2**
- SPA 111 - Elementary Spanish I **Credits: 3**
- WBL 111B - Work-Based Learning I **Credits: 1**
- WBL 121B - Work-Based Learning II **Credits: 1**
- WBL 131B - Work-Based Learning III **Credits: 1**

Total Credits: 70/72

Fall Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 121 - Business Math **Credits: 3**

- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**

- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- ACC 121 - Prin of Managerial Accounting **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**
- Math/Natural Science Elective

Summer Semester I

- BUS 125 - Personal Finance **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Fall Semester II

- BUS 115 - Business Law I **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- Business Administration Elective
- Business Administration Elective

Spring Semester II

- BUS 285 - Business Management Issues **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**
- Business Administration Elective
- Humanities/Fine Arts Elective
- Social/Behavioral Science Elective

Business Analytics A.A.S. (A25350)

General Education Requirements (19 credits)

English Composition

- Take 6 credits:
- ENG 111 - Writing and Inquiry **Credits: 3**
 - ENG 114 - Prof Research & Reporting **Credits: 3**

Communications Elective

- Take 3 credits:
- COM 110 - Introduction to Communication **Credits: 3**
 - COM 120 - Intro Interpersonal Com **Credits: 3**
 - COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Elective

- Take 3 credits:
- ART 111 - Art Appreciation **Credits: 3**
 - HUM 110 - Technology and Society **Credits: 3**
 - HUM 115 - Critical Thinking **Credits: 3**
 - MUS 110 - Music Appreciation **Credits: 3**
 - PHI 230 - Introduction to Logic **Credits: 3**
 - PHI 240 - Introduction to Ethics **Credits: 3**

Mathematics

- MAT 171 - Precalculus Algebra **Credits: 4**

Social/Behavioral Science Elective

- Take 3 credits:
- ECO 151 - Survey of Economics **Credits: 3**
 - ECO 251 - Prin of Microeconomics **Credits: 3**
 - ECO 252 - Prin of Macroeconomics **Credits: 3**
 - POL 120 - American Government **Credits: 3**
 - PSY 150 - General Psychology **Credits: 3**

- SOC 210 - Introduction to Sociology **Credits: 3**

Major Requirements (31 credits)

Required Courses

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- BAS 221 - Intro to Predictive Analytics **Credits: 3**
- BAS 240 - Data Structures for Analytics **Credits: 3**
- BAS 270 - Adv Analytical Tools & Methods **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Basic Computer Skills

- CIS 110 - Introduction to Computers **Credits: 3**

Statistics

- MAT 152 - Statistical Methods I **Credits: 4**

Other Major Requirements (18 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BAS 230 - Applied Predictive Modeling **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Total Credits: 68

Recommended Course Sequence

Fall Semester I

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Spring Semester I

- BAS 121 - Data Visualization **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**

Summer Semester I

- Communications Elective
- CTS 130 - Spreadsheet **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
Humanities/Fine Arts Elective

Fall Semester II

- BAS 221 - Intro to Predictive Analytics **Credits: 3**
- BAS 240 - Data Structures for Analytics **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
Business Analytics Major Elective

Spring Semester II

- BAS 270 - Adv Analytical Tools & Methods **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**
Business Analytics Major Elective
Business Analytics Major Elective
Social/Behavioral Science Elective

Healthcare Business Informatics, A.A.S. (A25510)

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

General Education Requirements (15 credits)

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**

Natural Sciences/Math

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements (42 credits)

Required Courses

- CTS 120 - Hardware/Software Support **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- HBI 113 - Survey of Med Insurance **Credits: 3**
- HBI 250 - Data Mgmt and Utilization **Credits: 3**

Basic Computer Skills

- CIS 110 - Introduction to Computers **Credits: 3**

Operating Systems

- NOS 110 - Operating Systems Concepts **Credits: 3**

Network Systems

- NET 125 - Introduction to Networks **Credits: 3**

Database

- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**

Medical Terminology

- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Medical & Legal Regulation

- OST 149 - Medical Legal Issues **Credits: 3**

Business Management

- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

Information Security

- CTI 120 - Network & Sec Foundation **Credits: 3**

Other Major Requirements (12 credits)

Required

- CIS 115 - Intro to Prog & Logic **Credits: 3**
- HBI 289 - HBI Project **Credits: 3**

Healthcare Business Informatics Electives

(Take 6 credits)

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- NET 225 - Routing & Switching I **Credits: 3**
- NET 226 - Routing and Switching II **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Total Credits: 69

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**

- MED 121 - Medical Terminology I **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

Spring Semester I

- CTS 120 - Hardware/Software Support **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Summer Semester I

- HBI 113 - Survey of Med Insurance **Credits: 3**
- Communications Elective
- Humanities/Fine Arts Elective

Fall Semester II

- DBA 120 - Database Programming I **Credits: 3**
- HBI 250 - Data Mgmt and Utilization **Credits: 3**
- NOS 110 - Operating Systems Concepts **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- Healthcare Business Informatics Elective

Spring Semester II

- CIS 115 - Intro to Prog & Logic **Credits: 3**
- HBI 289 - HBI Project **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- Healthcare Business Informatics Elective
- Social/Behavioral Science Elective

Information Technology, A.A.S. (A25590)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Sciences/Math

(Take 3-4 credits)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Requirements

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Concentration Requirements

Systems Security

- SEC 110 - Security Concepts **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Other Major Requirements

Information Technology Electives

(Take 33 credits)

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CCT 260 - Mobile Phone Examination **Credits: 3**
- CET 125 - Voice and Data Cabling **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CET 172 - Internet Technologies **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**
- CSC 130 - Computing Fundamentals II **Credits: 4**
- CSC 153 - C# Programming **Credits: 3**
- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- CTI 241 - Virtualization Admin II **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- NET 225 - Routing & Switching I **Credits: 3**
- NET 226 - Routing and Switching II **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**

- SEC 260 - Security Admin II **Credits: 3**
- TNE 245 - Netwk Perimeter Security **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**
- WEB 210 - Web Design **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 72/73

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Spring Semester I

- CTS 220 - Adv Hard/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**
- Information Technology Elective

Summer Semester I

- Communications Elective
- Information Technology Elective
- Information Technology Elective
- Information Technology Elective

Fall Semester II

- MAT 121 - Algebra/Trigonometry I **Credits: 3 or**
- MAT 171 - Precalculus Algebra **Credits: 4**
- Social/Behavioral Science Elective
- Information Technology Elective
- Information Technology Elective
- Information Technology Elective

Spring Semester II

- Humanities/Fine Arts Elective
- Information Technology Elective
- Information Technology Elective
- Information Technology Elective
- Information Technology Elective

Medical Office Administration, A.A.S. (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 for matting 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.

General Education Requirements (15 credits)

English

(Take 3 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 230 - Leadership Development **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences

(Take 3 credits)

- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Math/Science

(Take 3 credits)

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Requirements (24 credits)

Required Courses

(Take 6 credits)

- OST 148 - Med Ins & Billing **Credits: 3**
- OST 164 - Office Editing **Credits: 3**

Computer Applications

(Take 3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**

Formatting/Word Processing

(Take 3 credits)

- OST 136 - Word Processing **Credits: 3**

Legal/Medical Ethics

(Take 3 credits)

- OST 149 - Medical Legal Issues **Credits: 3**

Medical Office Management

(Take 3 credits)

- OST 288 - Medical Office Admin Capstone **Credits: 3**

Medical Terminology

(Take 6 credits)

- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Concentration Requirements (12 credits)

Medical Billing and Coding

(Take 12 credits)

- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**
- OST 249 - Med Coding Certification Prep **Credits: 3**
- OST 260 - Adv Coding Methodologies **Credits: 3**

Other Major Requirements (16 credits)

Required Courses

(Take 10 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**

Anatomy/Physiology

(Take 5 credits)

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Related Electives

(Take at least 1 credit)

- BUS 110 - Introduction to Business **Credits: 3**
- HBI 110 - Issues and Trends in HBI **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**

- MKT 223 - Customer Service **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**

Total Credits: 67/69

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Spring Semester I

- OST 136 - Word Processing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
Communications Elective
Social/Behavioral Science Elective

Summer Semester I

- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**

Fall Semester II

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**
- OST 148 - Med Ins & Billing **Credits: 3**
Math Elective
Humanities/Fine Arts Elective

Spring Semester II

- OST 249 - Med Coding Certification Prep **Credits: 3**
- OST 260 - Adv Coding Methodologies **Credits: 3**
- OST 288 - Medical Office Admin Capstone **Credits: 3**
Medical Office Administration Elective

Accounting Analytics Certificate (C25800B)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance

professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Required Courses (18 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 122 - Prin of Financial Acct II **Credits: 3**
- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BAS 120 - Intro to Analytics **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Spring Semester I

- ACC 122 - Prin of Financial Acct II **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**

Business Administration, Banking and Finance Certificate (C25120B)

Banking and finance is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses.

Major Requirements

Computer Applications

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Concentration Requirements

- BUS 125 - Personal Finance **Credits: 3**

Other Major Requirements

- BAF 110 - Principles of Banking **Credits: 3**
- BAF 111 - Teller Training **Credits: 3**
- BAF 232 - Consumer Lending **Credits: 3**
- BAF 234 - Residential Mort Lending **Credits: 3**

Total Credits: 17/18

Fall Semester I

- BAF 110 - Principles of Banking **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**

Spring Semester I

- BAF 111 - Teller Training **Credits: 3**
- BAF 232 - Consumer Lending **Credits: 3**
- BAF 234 - Residential Mort Lending **Credits: 3**

Business Administration, Customer Service Certificate (C25120)

This program stresses the importance of customer relations in the business world. Emphasis is placed on developing communication tools, understanding the business environment and learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to understand and communicate with customers and resolve problems and complaints.

Major Requirements

- BUS 110 - Introduction to Business **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Other Major Requirements

- MKT 221 - Consumer Behavior **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- MKT 232 - Social Media Marketing **Credits: 4**

Total Credits: 16

Fall Semester I

- BUS 110 - Introduction to Business **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Spring Semester I

- MKT 221 - Consumer Behavior **Credits: 3**
- MKT 232 - Social Media Marketing **Credits: 4**

Business Administration, Entrepreneurship Certificate (C25120E)

Major Requirements

Accounting

- ACC 120 - Prin of Financial Accounting **Credits: 4**

Computer Applications

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Required

(Take 1 of 2 Groups)

Group 1

- BUS 110 - Introduction to Business **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Group 2

- BUS 110 - Introduction to Business **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Other Major Requirements

- ACC 150 - Accounting Software Appl **Credits: 2**
- BUS 230 - Small Business Management **Credits: 3**

Total Credits: 17/18

Fall Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**

Spring Semester I

- ACC 150 - Accounting Software Appl **Credits: 2**
- BUS 230 - Small Business Management **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3 or**
- MKT 223 - Customer Service **Credits: 3**

Business Administration, International Business Certificate (C25120G)

Major Requirements

Required

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Economics

- ECO 151 - Survey of Economics **Credits: 3**

Other Major Requirements

- INT 110 - International Business **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

- **MKT 224 - International Marketing Credits: 3**

Total Credits: 18

Fall Semester I

- **BUS 110 - Introduction to Business Credits: 3**
- **INT 110 - International Business Credits: 3**
- **MKT 223 - Customer Service Credits: 3**

Spring Semester I

- **BUS 137 - Principles of Management Credits: 3**
- **ECO 151 - Survey of Economics Credits: 3**
- **MKT 224 - International Marketing Credits: 3**

Business Administration, Management and Supervision Certificate (C25120A)

Major Requirements

Required

- **BUS 110 - Introduction to Business Credits: 3**
- **BUS 137 - Principles of Management Credits: 3**

Other Major Requirements

Required

- **OMT 156 - Problem-Solving Skills Credits: 3**
- **PMT 110 - Intro to Project Mgmt Credits: 3**

Business Administration Electives

- **BUS 135 - Principles of Supervision Credits: 3**
- **INT 110 - International Business Credits: 3**

Total Credits: 18

Fall Semester I

- **BUS 110 - Introduction to Business Credits: 3**

- INT 110 - International Business **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Spring Semester I

- BUS 135 - Principles of Supervision **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**

Business Administration, Office Systems Certificate (C25120D)

Major Requirements

- Take 1 course:
- CIS 110 - Introduction to Computers **Credits: 3**
 - CIS 111 - Basic PC Literacy **Credits: 2**

Other Major Requirements

- Take 6 credits:
- CTS 130 - Spreadsheet **Credits: 3**
 - OMT 156 - Problem-Solving Skills **Credits: 3**

Business Administration Electives

- Take 6 credits:
- DBA 110 - Database Concepts **Credits: 3**
 - OST 136 - Word Processing **Credits: 3**

Total Credits: 14/15

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Spring Semester I

- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- OST 136 - Word Processing **Credits: 3**

Business Administration, Project Management Certificate (C25120F)

Major Requirements

Required

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**

Computer Applications

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Other Major Requirements

Required

- PMT 110 - Intro to Project Mgmt **Credits: 3**

Business Administration Electives

- CTS 240 - Project Management **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Total Credits: 17/18

Fall Semester I

- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- MKT 223 - Customer Service **Credits: 3**

Spring Semester I

- BUS 115 - Business Law I **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- PMT 110 - Intro to Project Mgmt **Credits: 3**

Business Administration, Real Estate Certificate (C25120I)

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

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

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

Major Requirements (13 credits)

- BAF 234 - Residential Mort Lending **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- RLS 112 - Broker Prelicensing **Credits: 5**
- RLS 113 - Real Estate Mathematics **Credits: 2**

Total Credits: 13

Business Analytics Certificate (C25350)

The Business Analytics curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in analytical professions. Business analysts process and analyze essential information about business operations and also assimilate data for forecasting purposes.

Students will complete course work in business analytics, including general theory, best practices, data mining, data warehousing, predictive modeling, project and operations management, statistical analysis, and software packages. Related skills include business communication, critical thinking and decision making.

Graduates should qualify for employment as data technicians, data scientists, business and data analytics engineers, and business analysts in the fields of finance, banking, logistics, marketing, healthcare, manufacturing, information technology, and government organizations.

Required Courses (18 credits)

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Spring Semester I

- BAS 121 - Data Visualization **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Financial Planning Certificate (C25120H)

The Financial Services curriculum is designed to provide students with the knowledge necessary for employment in the financial services sector of the economy.

Course work includes accounting, business ethics, business law, computer applications, customer service, financial planning, insurance, marketing, personal finance, real estate, selling and personal tax. Related skills are developed through the study of communications, humanities, mathematics and psychology.

Graduates may find employment with banks, savings and loans, credit unions, insurance companies, brokerage firms, pension benefit companies, realty firms, and mortgage companies.

Required Courses (18 credits)

- BAF 143 - Financial Planning **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- BAF 143 - Financial Planning **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**

Spring Semester I

- BUS 270 - Professional Development **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**

Information Technology - Network Administration Certificate (C25590D)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Major Requirements (3 credits)

Technical Core

- CTS 120 - Hardware/Software Support **Credits: 3**

Other Major Requirements (12 credits)

- CET 125 - Voice and Data Cabling **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Total Credits: 15

Recommended Course Sequence

Fall Semester I

- CTS 120 - Hardware/Software Support **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Spring Semester I

- CET 125 - Voice and Data Cabling **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Information Technology - Software Development Certificate (C25590E)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Major Requirements (16 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**
- DBA 120 - Database Programming I **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**

Total Credits: 16

Recommended Course Sequence

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**

Spring Semester I

- WEB 115 - Web Markup and Scripting **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**

Information Technology Certificate (C25590A)

Major Requirements

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Other Major Requirements

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Spring Semester I

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Information Technology, Computer Forensics Certificate (C25590I)

Major Requirements

- CTS 120 - Hardware/Software Support **Credits: 3**

Other Major Requirements

- CCT 260 - Mobile Phone Examination **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**

Other Required Courses

- CTS 220 -Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 130 -Operating System Prin **Credits: 3**
- CTS 120 -Hardware/Software Support **Credits: 3**

Spring Semester I

- CET 150 -Com puter Forensics I **Credits: 3**
- CTS 220 -Adv Hard/Software Support **Credits: 3**

Summer Semester I

- CCT 260 -Mobile Phone Examination **Credits: 3**
- CET 250 -Computer Forensics II **Credits: 3**

Information Technology, Database Prog & Admin Certificate (C25590H)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in

specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Technical Core (6 credits)

(Take 6 credits)

- CTI 110 -Web, Pgm, & Db Foundation **Credits: 3**
- CTS 115 -Info Sys Business Concepts **Credits: 3**

Other Major Requirements (12 credits)

Electives (9 credits)

(Take 9 credits)

- CIS 115 -Intro to Prog & Logic **Credits: 3**
- DBA 120 -Database Programming I **Credits: 3**
- DBA 210 -Database Administration **Credits: 3**

Other Required Courses (3 credits)

(Take 3 credits)

- CIS 110 -Introduction to Computers **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- CIS 110 -Introduction to Computers **Credits: 3**
- CTI 110 -Web, Pgm, & Db Foundation **Credits: 3**
- CTS 115 -Info Sys Business Concepts **Credits: 3**

Spring Semester I

- CIS 115 -Intro to Prog & Logic **Credits: 3**
- DBA 120 -Database Programming I **Credits: 3**
- DBA 210 -Database Administration **Credits: 3**

Information Technology, Information Systems Security Certificate (C25590C)

Concentration Requirements

Systems Security

- NET 125 -Introduction to Networks **Credits: 3**
- SEC 110 -Security Concepts **Credits: 3**

Other Major Requirements

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Spring Semester I

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Summer Semester I

- SEC 160 - Security Administration I **Credits: 3**

Information Technology, Operating Systems Administration Certificate (C25590F)

Major Requirements

- CTS 120 - Hardware/Software Support **Credits: 3**

Other Major Requirements

- CET 130 - Operating System Prin **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Other Required Courses

- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Spring Semester I

- CET 245 - Internet Servers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**

Information Technology, Software Development Certificate (C25590D)

Major Requirements

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**

Other Major Requirements

- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**
- DBA 120 - Database Programming I **Credits: 3**

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**

Total Credits: 16

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**

Spring Semester I

- CSC 120 - Computing Fundamentals I **Credits: 4**
- DBA 120 - Database Programming I **Credits: 3**

Information Technology, Virtualization Technology Certificate (C25590J)

Other Major Requirements

- CET 130 - Operating System Prin **Credits: 3**
- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- CTI 241 - Virtualization Admin II **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Other Required Courses

- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Spring Semester I

- CTI 240 - Virtualization Admin I **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Summer Semester I

- CTI 140
- CTI 241 - Virtualization Admin II **Credits: 3**

Information Technology, Web Development Certificate (C25590G)

Major Requirements

- CET 172 - Internet Technologies **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**
- WEB 210 - Web Design **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**

Total Credits: 18

Fall Semester I

- CET 172 - Internet Technologies **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**

Spring Semester I

- WEB 115 - Web Markup and Scripting **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Summer Semester I

- WEB 210 - Web Design **Credits: 3**

Leadership and Business Etiquette Certificate (C25120J)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Major Requirements (18 credits)

- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- BUS 270 - Professional Development **Credits: 3**
- MKT 223 - Customer Service **Credits: 3**
- OMT 156 - Problem-Solving Skills **Credits: 3**

Real Estate Licensing Certificate (C25480)

The Real Estate Licensing curriculum provides licensing education required by the North Carolina Real Estate Commission for students preparing to take the real estate license examination and for provisional brokers that are seeking removal of the provisional status.

Course work includes the practices and principles of real estate, broker relationships as they apply to customers, sellers and buyers, contract procedures, fair housing and real estate methodology. Course work also includes professional development opportunities.

Graduates who have passed the real estate license examination and obtained a real estate provisional broker license should then qualify for removal of the provisional status and be able to provide basic, residential real estate services as a broker affiliated with a real estate brokerage firm.

A license issued to a resident provisional broker shall be issued on inactive status. In order for a provisional broker license to be eligible for active status, the provisional broker must affiliate the license with a qualified broker-in-charge. Additionally, in order for the license to remain eligible for active status, the provisional broker must complete at least one 30-hour post licensing course on or before his or her anniversary date of licensure. The provisional broker must further complete a second and third post licensing course on or before the second and third respective anniversary dates of licensure in order to retain the eligibility for "active" license status. Please note that post licensing education requirements are in addition to continuing education requirements and the two are not synonymous.

Major Requirements

- RLS 112 - Broker Prelicensing **Credits: 5**
- RLS 121 - Broker Relationships **Credits: 2**
- RLS 122 - Contracts and Closing **Credits: 2**
- RLS 123 - Select Real Estate Issues **Credits: 2**

Other Major Requirements

- RLS 113 - Real Estate Mathematics **Credits: 2**

Total Credits: 13

Fall Semester I

- RLS 112 - Broker Prelicensing **Credits: 5**
- RLS 113 - Real Estate Mathematics **Credits: 2**

Spring Semester I

- RLS 121 - Broker Relationships **Credits: 2**
- RLS 122 - Contracts and Closing **Credits: 2**
- RLS 123 - Select Real Estate Issues **Credits: 2**

Business Administration, Office Systems Diploma (D25120)

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

Required

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Accounting

- ACC 120 - Prin of Financial Accounting **Credits: 4**

Economics

- ECO 151 - Survey of Economics **Credits: 3**

Computer Applications

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Other Major Requirements

Required

- CTS 130 - Spreadsheet **Credits: 3**

Business Administration Electives

- ACC 150 - Accounting Software Appl **Credits: 2**
- DBA 110 - Database Concepts **Credits: 3**
- OST 136 - Word Processing **Credits: 3**

Total Credits: 38

Fall Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Spring Semester I

- ACC 150 - Accounting Software Appl **Credits: 2**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**

Summer Semester I

- DBA 110 - Database Concepts **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- OST 136 - Word Processing **Credits: 3**

Business Analytics Diploma (D25350)

The Business Analytics curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in analytical professions. Business analysts process and analyze essential information about business operations and also assimilate data for forecasting purposes.

Students will complete course work in business analytics, including general theory, best practices, data mining, data warehousing, predictive modeling, project and operations management, statistical analysis, and software packages. Related skills include business communication, critical thinking and decision making.

Graduates should qualify for employment as data technicians, data scientists, business and data analytics engineers, and business analysts in the fields of finance, banking, logistics, marketing, healthcare, manufacturing, information technology, and government organizations.

General Education Requirements (9 credits)

Communications

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Communications Elective

- Take 3 credits:
- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Major Requirements (22 credits)

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 121 - Data Visualization **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Basic Computer Skills

- CIS 110 - Introduction to Computers **Credits: 3**

Statistics

- MAT 152 - Statistical Methods I **Credits: 4**

Other Major Requirements (6 credits)

BAS Major Electives

- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**

Total Credits: 37

Recommended Course Sequence

Fall Semester 1

- BAS 120 - Intro to Analytics **Credits: 3**
- BAS 150 - Intro to Analytical Program. **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Spring Semester 1

- BAS 121 - Data Visualization **Credits: 3**
- BAS 220 - Appl. Analytical Program. **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**

Summer Semester 1

- CTS 130 - Spreadsheet **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
Communications Elective

Information Technology Diploma (D25590A)

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Concentration Requirements

- SEC 110 - Security Concepts **Credits: 3**

Other Major Requirements

- CET 130 - Operating System Prin **Credits: 3**
- CET 172 - Internet Technologies **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 42

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Summer Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CET 172 - Internet Technologies **Credits: 3**
- Communications Elective

Information Technology, Information Systems Administration Diploma (D25590E)

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Other Major Requirements

- CET 130 - Operating System Prin **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- CTI 241 - Virtualization Admin II **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 45

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**

Spring Semester I

- CET 245 - Internet Servers **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Summer Semester I

- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- CTI 241 - Virtualization Admin II **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- Communications Elective

Information Technology, IT Security and Forensics Diploma (D25590B)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

Technical Core

- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Concentration Requirements

Systems Security

- SEC 110 - Security Concepts **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Other Major Requirements

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CCT 260 - Mobile Phone Examination **Credits: 3**
- CET 130 - Operating System Prin **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CET 250 - Computer Forensics II **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**
- TNE 245 - Netwk Perimeter Security **Credits: 3**

Other Required Courses

- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 48

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Spring Semester I

- CCT 250 - Network Vulnerabilities I **Credits: 3**
- CET 150 - Computer Forensics I **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Summer Semester I

- CET 250 - Computer Forensics II **Credits: 3**
- CCT 260 - Mobile Phone Examination **Credits: 3**
- SEC 160 - Security Administration I **Credits: 3**
- TNE 245 - Netwk Perimeter Security **Credits: 3**
Communications Elective

Information Technology, Network and Systems Administration Diploma (D25590C)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams

General Education Requirements (6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

Take 3 credits:

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Concentration Requirements

- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**

Other Major Requirements

- CET 130 - Operating System Prin **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- CTI 241 - Virtualization Admin II **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- NET 225 - Routing & Switching I **Credits: 3**
- NET 226 - Routing and Switching II **Credits: 3**
- TNE 245 - Netwk Perimeter Security **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**

Other Required Courses

- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 48

Fall Semester I

- CET 130 - Operating System Prin **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**

Spring Semester I

- CTS 220 - Adv Hard/Software Support **Credits: 3**
- CET 245 - Internet Servers **Credits: 3**
- CTI 240 - Virtualization Admin I **Credits: 3**
- NET 126 - Routing Basics **Credits: 3**
- TNE 255 - Network Servers **Credits: 3**
Communications Elective

Summer Semester I

- CTI 241 - Virtualization Admin II **Credits: 3**
- ELN 238 - Advanced LANs **Credits: 3**
- NET 225 - Routing & Switching I **Credits: 3**
- NET 226 - Routing and Switching II **Credits: 3**
- TNE 245 - Netwk Perimeter Security **Credits: 3**

Information Technology, Software and Web Development Diploma (D25590D)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

Technical Core

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**

Other Major Requirements

- CET 172 - Internet Technologies **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**
- CSC 130 - Computing Fundamentals II **Credits: 4**
- DBA 120 - Database Programming I **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**

- WEB 210 - Web Design **Credits: 3**

Total Credits: 38

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- DBA 120 - Database Programming I **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- CET 172 - Internet Technologies **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**
- WEB 115 - Web Markup and Scripting **Credits: 3**
- DBA 210 - Database Administration **Credits: 3**

Summer Semester I

- CSC 130 - Computing Fundamentals II **Credits: 4**
- WEB 210 - Web Design **Credits: 3**
Communications Elective

Information Technology, Web Development Diploma (D25590F)

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements

- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**

- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 115 - Info Sys Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**

Other Major Requirements

- CET 172 - Internet Technologies **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**
- WEB 210 - Web Design **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**
- WEB 215 - Adv Markup and Scripting **Credits: 3**

Other Required Courses

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Total Credits: 42

Fall Semester I

- CET 172 - Internet Technologies **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Pgm, & Db Foundation **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- WEB 115 - Web Markup and Scripting **Credits: 3**

Spring Semester I

- CIS 115 - Intro to Prog & Logic **Credits: 3**
- CTI 120 - Network & Sec Foundation **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- WEB 215 - Adv Markup and Scripting **Credits: 3**
- WEB 213 - Internet Mkt & Analytics **Credits: 3**

Summer Semester I

- CTS 115 - Info Sys Business Concepts **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- WEB 210 - Web Design **Credits: 3**
- Communications Elective

Medical Office Administration, Healthcare Administration Diploma (D25310A)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

General Education Requirements (6 credits)

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

- Take 3 credits:
- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements (21 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- OST 136 - Word Processing **Credits: 3**
- OST 148 - Med Ins & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 164 - Office Editing **Credits: 3**

Concentration Requirements (6 credits)

- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**

Other Major Requirements (9 credits)

- CTS 130 - Spreadsheet **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**

Total Credits: 42

Recommended Course Sequence

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HMT 110 - Intro to Healthcare Mgt **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Spring Semester I

- OST 136 - Word Processing **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**

Summer Semester I

- CTS 130 - Spreadsheet **Credits: 3**
- OST 148 - Med Ins & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**

Medical Office Administration, Medical Coding and Billing (D25310B)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

General Education Requirements (6 credits)

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Major Requirements (15 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- OST 148 - Med Ins & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**

Concentration Requirements (12 credits)

- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**
- OST 249 - Med Coding Certification Prep **Credits: 3**
- OST 260 - Adv Coding Methodologies **Credits: 3**

Other Major Requirements (5 credits)

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Total Credits: 38

Recommended Course Sequence

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- CIS 110 - Introduction to Computers **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**

Summer Semester I

- OST 148 - Med Ins & Billing **Credits: 3**
- OST 249 - Med Coding Certification Prep **Credits: 3**
- OST 260 - Adv Coding Methodologies **Credits: 3**

Engineering Technology Department

Architectural Technology, A.A.S. (A40100)

The Architectural Technology curriculum prepares 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 completing 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. A strong emphasis on sustainable design and construction techniques is included.

General Education Requirements

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**

- HUM 115 -Critical Thinking **Credits: 3**
- HUM 130 -My th in Human Culture **Credits: 3**
- HUM 160 -Introduction to Film **Credits: 3**
- HUM 220 -Human Values and Meaning **Credits: 3**
- MUS 110 -Music Appreciation **Credits: 3**
- MUS 112 -Introduction to Jazz **Credits: 3**
- MUS 113 -American Music **Credits: 3**
- MUS 210 -History of Rock Music **Credits: 3**
- MUS 211 -History of Country Music **Credits: 3**
- PHI 210 -History of Philosophy **Credits: 3**
- PHI 215 -Philosophical Issues **Credits: 3**
- PHI 220 -Western Philosophy I **Credits: 3**
- PHI 221 -Western Philosophy II **Credits: 3**
- PHI 230 -Introduction to Logic **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**
- REL 110 -World Religions **Credits: 3**
- REL 111 -Eastern Religions **Credits: 3**
- REL 112 -Western Religions **Credits: 3**
- REL 211 -Intro to Old Testament **Credits: 3**
- REL 212 -Intro to New Testament **Credits: 3**
- REL 221 -Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 -General Anthropology **Credits: 3**
- ANT 220 -Cultural Anthropology **Credits: 3**
- ANT 240 -Archaeology **Credits: 3**
- ECO 151 -Survey of Economics **Credits: 3**
- ECO 251 -Prin of Microeconomics **Credits: 3**
- ECO 252 -Prin of Macroeconomics **Credits: 3**
- HIS 121 -Western Civilization I **Credits: 3**
- HIS 122 -Western Civilization II **Credits: 3**
- HIS 131 -American History I **Credits: 3**
- HIS 132 -American History II **Credits: 3**
- POL 110 -Intro Political Science **Credits: 3**
- POL 120 -American Government **Credits: 3**
- POL 130 -State & Local Government **Credits: 3**
- POL 210 -Com parative Government **Credits: 3**
- POL 220 -International Relations **Credits: 3**
- PSY 118 -Interpersonal Psychology **Credits: 3**
- PSY 150 -General Psychology **Credits: 3**
- PSY 241 -Dev elopmental Psych **Credits: 3**
- PSY 281 -Abnormal Psychology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**
- SOC 213 -Sociology of the Family **Credits: 3**

- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

English Requirement

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications Requirement

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Math Requirement

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Technical Core

- ARC 112 - Constr Matls & Methods **Credits: 4**
- ARC 132 - Specifications & Contracts **Credits: 2**
- CST 241 - Planning/Estimating I **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Architectural Technology

- ARC 111 - Intro to Arch Technology **Credits: 3**
- ARC 113 - Residential Arch Tech **Credits: 3**
- ARC 114 - Architectural CAD **Credits: 2**
- ARC 213 - Design Project **Credits: 4**
- ARC 230 - Environmental Systems **Credits: 4**

Other Major Requirements

- ARC 114A - Architectural CAD Lab **Credits: 1**
- ARC 211 - Light Constr Technology **Credits: 3**
- ARC 214 - Architectural Statics **Credits: 3**
- ARC 220 - Adv Architect CAD **Credits: 2**
- ARC 225 - Architectural BIM I **Credits: 2**
- ARC 225A - Architectural BIM I Lab **Credits: 1**
- ARC 231 - Arch Presentations **Credits: 4**

- ARC 235 -Architectural Portfolio **Credits: 3**
- CIS 110 -Introduction to Computers **Credits: 3**

Total Credits: 65

Fall Semester I

- ARC 111 -Intro to Arch Technology **Credits: 3**
- ARC 114 -Architectural CAD **Credits: 2**
- ARC 114A -Architectural CAD Lab **Credits: 1**
- CIS 110 -Introduction to Computers **Credits: 3**
- ENG 111 -Writing and Inquiry **Credits: 3**

Spring Semester I

- ARC 112 -Constr Mats & Methods **Credits: 4**
- ARC 220 -Adv Architect CAD **Credits: 2**
- ARC 225 -Architectural BIM I **Credits: 2**
- ARC 225A -Architectural BIM I Lab **Credits: 1**
- MAT 121 -Algebra/Trigonometry I **Credits: 3**

Summer Semester I

- ARC 230 -Environmental Systems **Credits: 4**
- ARC 231 -Arch Presentations **Credits: 4**
Communications Elective

Fall Semester II

- ARC 113 -Residential Arch Tech **Credits: 3**
- ARC 132 -Specifications & Contracts **Credits: 2**
- ARC 211 -Light Constr Technology **Credits: 3**
- SST 140 -Green Bldg & Design Concepts **Credits: 3**
Humanities/Fine Arts Elective

Spring Semester II

- ARC 213 -Design Project **Credits: 4**
- ARC 214 -Architectural Statics **Credits: 3**
- ARC 235 -Architectural Portfolio **Credits: 3**
- CST 241 -Planning/Estimating I **Credits: 3**
- Social/Behavioral Science Elective

Chemical Technology, A.A.S. (A20120)

The Chemical Technology curriculum prepares individuals for work as analytical technicians in chemical laboratories associated with chemical production, environmental concerns, pharmaceuticals, or general analysis.

Course work includes general chemistry, organic chemistry, introductory chemical engineering, qualitative analysis, and quantitative analysis, including such instrumental techniques as spectroscopy (UV-Vis, IR, AA) and chromatography (GC, LC, IC). Students also utilize computerized data collection, reduction, and graphic presentation.

Graduates should qualify as entry-level chemical laboratory technicians. Their duties may include chemical solution preparation, raw material, product, or environmental sampling, and/or sample testing via wet chemistry or instrumental techniques.

General Education Requirements

Required

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Natural Sciences

(Take 8 credits)

- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- CTC 110 - Chemical Safety & Technology **Credits: 2**
- CTC 114 - Wet Laboratory Techniques **Credits: 5**
- CTC 115 - Quality Control Laboratory **Credits: 5**
- CTC 145 - Advanced Laboratory Methods **Credits: 6**
- CTC 150 - Standards & Solutions **Credits: 2**
- CTC 210 - Forensic Laboratory **Credits: 2**
- CTC 235 - Food Chemistry **Credits: 2**
- CTC 240 - Instru I: Spectroscopy **Credits: 6**
- CTC 250 - Instru II: Chromatography **Credits: 6**
- CTC 260 - Chemical Technology Capstone **Credits: 2**

Other Major Requirements

Required

(Take 8 credits)

- CHM 251 - Organic Chemistry I **Credits: 4**
- CHM 252 - Organic Chemistry II **Credits: 4**

Chemical Technology Electives

(Take 3 credits)

- ACA 111 - College Student Success **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 121 - Work-Based Learning II **Credits: 1**

Total Credits: 69

Fall Semester I

- CHM 151 - General Chemistry I **Credits: 4**
- CTC 110 - Chemical Safety & Technology **Credits: 2**
- CTC 114 - Wet Laboratory Techniques **Credits: 5**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- COM 110 - Introduction to Communication **Credits: 3**
- CHM 152 - General Chemistry II **Credits: 4**
- CTC 115 - Quality Control Laboratory **Credits: 5**
Chemical Technology Elective

Summer Semester I

- CTC 145 - Advanced Laboratory Methods **Credits: 6**
Humanities/Fine Arts Elective
Social/Behavioral Sciences Elective

Fall Semester II

- CHM 251 - Organic Chemistry I **Credits: 4**
- CTC 150 - Standards & Solutions **Credits: 2**
- CTC 210 - Forensic Laboratory **Credits: 2**
- CTC 240 - Instru I: Spectroscopy **Credits: 6**

Spring Semester II

- CHM 252 - Organic Chemistry II **Credits: 4**
- CTC 235 - Food Chemistry **Credits: 2**
- CTC 250 - Instru II: Chromatography **Credits: 6**
- CTC 260 - Chemical Technology Capstone **Credits: 2**

Computer-Integrated Machining, A.A.S. (A50210)

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

General Education Requirements

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- MAC 111 - Machining Technology I **Credits: 6**
- MAC 112 - Machining Technology II **Credits: 6**
- MAC 121 - Intro to CNC **Credits: 2**
- MAC 122 - CNC Turning **Credits: 2**
- MAC 124 - CNC Milling **Credits: 2**
- MAC 131 - Blueprint Reading/Mach I **Credits: 2**

Other Major Requirements

- DFT 119 - Basic CAD **Credits: 2**
- MAC 113 - Machining Technology III **Credits: 6**
- MAC 132 - Blueprint Reading/Mach II **Credits: 2**
- MAC 152 - Adv Machining Calc **Credits: 2**
- MAC 222 - Advanced CNC Turning **Credits: 2**
- MAC 224 - Advanced CNC Milling **Credits: 2**
- MAC 233 - Appl in CNC Machining **Credits: 6**
- MAC 241 - Jigs & Fixtures I **Credits: 4**
- MAC 245 - Mold Construction I **Credits: 4**
- MAC 248 - Production Procedures **Credits: 2**
- MEC 231 - Comp-Aided Manufact I **Credits: 3**
- MEC 232 - Comp-Aided Manufact II **Credits: 3**

Total Credits: 73

Fall Semester I

- COM 110 - Introduction to Communication **Credits: 3**
- MAC 111 - Machining Technology I **Credits: 6**
- MAC 121 - Intro to CNC **Credits: 2**
- MAC 131 - Blueprint Reading/Mach I **Credits: 2**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAC 112 - Machining Technology II **Credits: 6**
- MAC 124 - CNC Milling **Credits: 2**
- MAC 132 - Blueprint Reading/Mach II **Credits: 2**
- Social/Behavioral Science Elective

Summer Semester I

- DFT 119 - Basic CAD **Credits: 2**
- MAC 122 - CNC Turning **Credits: 2**
- MAC 152 - Adv Machining Calc **Credits: 2**
- MEC 231 - Com p-Aided Manufact I **Credits: 3**

Fall Semester II

- MAC 113 - Machining Technology III **Credits: 6**
- MAC 224 - Advanced CNC Milling **Credits: 2**
- MAC 241 - Jigs & Fixtures I **Credits: 4**
- MEC 232 - Com p-Aided Manufact II **Credits: 3**

Spring Semester II

- MAC 222 - Advanced CNC Turning **Credits: 2**
- MAC 233 - Appl in CNC Machining **Credits: 6**
- MAC 245 - Mold Construction I **Credits: 4**
- MAC 248 - Production Procedures **Credits: 2**
- Humanities/Fine Arts Elective

Electronics Engineering Technology, A.A.S. (A40200)

The Electronics Engineering Technology curriculum prepares individuals to become technicians who 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 electronic systems.

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

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

General Education Requirements

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 130 - Myth in Human Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 220 - Human Values and Meaning **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 221 - Western Philosophy II **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 -General Anthropology **Credits: 3**
- ANT 220 -Cultural Anthropology **Credits: 3**
- ANT 240 -Archaeology **Credits: 3**
- ECO 151 -Survey of Economics **Credits: 3**
- ECO 251 -Prin of Microeconomics **Credits: 3**
- ECO 252 -Prin of Macroeconomics **Credits: 3**
- HIS 121 -Western Civilization I **Credits: 3**
- HIS 122 -Western Civilization II **Credits: 3**
- HIS 131 -American History I **Credits: 3**
- HIS 132 -American History II **Credits: 3**
- POL 110 -Intro Political Science **Credits: 3**
- POL 120 -American Government **Credits: 3**
- POL 130 -State & Local Government **Credits: 3**
- POL 210 -Compara tive Government **Credits: 3**
- POL 220 -International Relations **Credits: 3**
- PSY 118 -Interpersonal Psychology **Credits: 3**
- PSY 150 -General Psy chology **Credits: 3**
- PSY 241 -Dev elopmental Psych **Credits: 3**
- PSY 281 -Abnormal Psychology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**
- SOC 213 -Sociology of the Family **Credits: 3**
- SOC 220 -Social Problems **Credits: 3**
- SOC 230 -Race and Ethnic Relations **Credits: 3**
- SOC 240 -Social Psychology **Credits: 3**

Major Requirements

Technical Core

- ELC 131 -Circuit Analysis I **Credits: 4**
- ELN 131 -Analog Electronics I **Credits: 4**
- ELN 133 -Digital Electronics **Credits: 4**

Electronics Engineering Tech

- ELC 128 -Intro to PLC **Credits: 3**
- ELC 133 -Circuit Analysis II **Credits: 4**
- ELN 132 -Analog Electronics II **Credits: 4**
- ELN 234 -Com munication Systems **Credits: 4**

Other Major Requirements

Required

- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- ELN 152 - Fabrication Techniques **Credits: 2**
- ELN 231 - Industrial Controls **Credits: 3**
- ELN 236 - Fiber Optics and Lasers **Credits: 4**
- ELN 275 - Troubleshooting **Credits: 2**
- PHY 131 - Physics-Mechanics **Credits: 4**

Electronics Engineering Technology Electives

(Take 3 credits)

- ATR 112 - Intro to Automation **Credits: 3**
- CET 125 - Voice and Data Cabling **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- ELC 117 - Motors and Controls **Credits: 4**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Credits: 72

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ELC 131 - Circuit Analysis I **Credits: 4**
- ELN 152 - Fabrication Techniques **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- CTS 120 - Hardware/Software Support **Credits: 3**
- ELC 133 - Circuit Analysis II **Credits: 4**
- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Summer Semester I

- ELN 132 - Analog Electronics II **Credits: 4**
- ELN 231 - Industrial Controls **Credits: 3**
- PHY 131 - Physics-Mechanics **Credits: 4**

Fall Semester II

- ELC 128 - Intro to PLC **Credits: 3**
- ELN 234 - Communication Systems **Credits: 4**
Humanities/Fine Arts Elective
Social/Behavioral Science Elective

Spring Semester II

- COM 110 - Introduction to Communication **Credits: 3**
- ELN 236 - Fiber Optics and Lasers **Credits: 4**
- ELN 275 - Troubleshooting **Credits: 2**
Electronics Engineering Technology Elective

Interior Design, A.A.S. (A30220)

The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of both residential and non-residential interior design. The focus of the studies is technical knowledge, professional practices, and aesthetic principles.

Curriculum content includes residential and non-residential interior design, architectural drafting, computer aided design, and universal design. Also included are basic design, history of interiors and furnishings, color theory, products, business practices, graphic presentations, and General Education Requirements.

Graduates should qualify for a variety of jobs including residential and commercial interior design, showroom design, and sales positions for furniture, textiles and accessories, and all business dealing with interiors.

General Education Requirements

- ART 111 - Art Appreciation **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- DES 110 - Architectural Graphics **Credits: 2**
- DES 120 - CAD for Interior Design **Credits: 2**
- DES 125 - Visual Presentation I **Credits: 2**
- DES 135 - Prin & Elem of Design I **Credits: 4**
- DES 210 - Professional Practices/Int Des **Credits: 2**
- DES 220 - Interior Design Fundamentals **Credits: 3**
- DES 230 - Residential Design I **Credits: 3**
- DES 235 - Products **Credits: 3**
- DES 240 - Commercial/Contract Design I **Credits: 3**
- DES 256 - History of Interiors & Furn II **Credits: 3**

Other Major Requirements

Required

- BUS 110 - Introduction to Business **Credits: 3**
- DES 111 - Creative Problem Solving **Credits: 2**
- DES 112 - Bldg/Construc Sys **Credits: 3**
- DES 136 - Prin & Elem of Design II **Credits: 4**
- DES 225 - Textiles for Interiors **Credits: 3**
- DES 241 - Comm/Contract Design II **Credits: 3**
- DES 242 - Kitchen/Bath Design **Credits: 3**
- DES 265 - Lighting/Interior Design **Credits: 2**
- DES 285 - Capstone/Interior Design **Credits: 4**

Interior Design Electives

(Take 3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- DES 130 - Digital App/Interior Design **Credits: 3**
- DES 238 - Sustainable Interiors **Credits: 3**
- DES 243 - Advanced Kitchen/Bath Design **Credits: 3**
- DES 255 - History of Interiors & Furn I **Credits: 3**
- DES 260 - Materials Calc/Int Design **Credits: 3**

Other Requirements

- WBL 111D - Work-Based Learning I **Credits: 1**

Total Credits: 74

Fall Semester I

- ART 111 - Art Appreciation **Credits: 3**
- DES 110 - Architectural Graphics **Credits: 2**
- DES 125 - Visual Presentation I **Credits: 2**
- DES 135 - Prin & Elem of Design I **Credits: 4**
- DES 235 - Products **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- DES 112 - Bldg/Construc Sys **Credits: 3**
- DES 120 - CAD for Interior Design **Credits: 2**
- DES 220 - Interior Design Fundamentals **Credits: 3**
- DES 242 - Kitchen/Bath Design **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- Interior Design Elective

Summer Semester I

- DES 136 - Prin & Elem of Design II **Credits: 4**
- DES 210 - Professional Practices/Int Des **Credits: 2**

Fall Semester II

- BUS 110 - Introduction to Business **Credits: 3**
- DES 111 - Creative Problem Solving **Credits: 2**
- DES 225 - Textiles for Interiors **Credits: 3**
- DES 230 - Residential Design I **Credits: 3**
- DES 240 - Commercial/Contract Design I **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Spring Semester II

- DES 241 - Comm/Contract Design II **Credits: 3**
- DES 256 - History of Interiors & Furn II **Credits: 3**
- DES 265 - Lighting/Interior Design **Credits: 2**
- DES 285 - Capstone/Interior Design **Credits: 4**
- WBL 111D - Work-Based Learning I **Credits: 1**
- Social/Behavioral Science Elective

Mechanical Engineering Technology, A.A.S. (A40320)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of

engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQ, SME, and NICET.

General Education Requirements

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**

- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

Engineering Fundamentals

- EGR 251 - Statics **Credits: 3**
- EGR 252 - Strength of Materials **Credits: 3**

Two-Dimensional Drawing

- DFT 151 - CAD I **Credits: 3**

Three-Dimensional Drawing

- DFT 154 - Intro Solid Modeling **Credits: 3**

Fluid Mechanics

- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**

Manufacturing

- MEC 145 - Mfg Materials I **Credits: 3**

Physics

- PHY 131 - Physics-Mechanics **Credits: 4**

Other Major Requirements

- DDF 211 - Design Process I **Credits: 4**
- DDF 212 - Design Process II **Credits: 4**

- DFT 111 - Technical Drafting I **Credits: 2 and**
- DFT 111A - Technical Drafting I Lab **Credits: 1**

- DFT 112 - Technical Drafting II **Credits: 2 and**
- DFT 112A - Technical Drafting II Lab **Credits: 1**

- DFT 211 - Gears, Cams, & Pulleys **Credits: 2**
- DFT 231 - Jig & Fixture Design **Credits: 2**
- DFT 254 - Intermed Solid Model/Render **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- MEC 110 - Intro to CAD/CAM **Credits: 2**
- MEC 111 - Machine Processes I **Credits: 3**

Mechanical Engineering Electives

(Take at least 4 credits)

- ATR112 - Intro to Automation **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- CSC 133 - C Programming **Credits: 3**
- CSC 151 - JAVA Programming **Credits: 3**
- ELC 113 - Residential Wiring **Credits: 4**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ISC 112 - Industrial Safety **Credits: 2**
- MAC 121 - Intro to CNC **Credits: 2**
- MAC 124 - CNC Milling **Credits: 2**
- TDP 110 - Introduction to 3D Printing **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**

Total Credits: 70

Fall Semester I

- COM 110 - Introduction to Communication **Credits: 3**

- DFT 111 - Technical Drafting I **Credits: 2 and**
- DFT 111A - Technical Drafting I Lab **Credits: 1**

- DFT 151 - CAD I **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MEC 111 - Machine Processes I **Credits: 3**

Spring Semester I

- DFT 112 - Technical Drafting II **Credits: 2 and**

- DFT 112A - Technical Drafting II Lab **Credits: 1**
- DFT 154 - Intro Solid Modeling **Credits: 3**
- MEC 110 - Intro to CAD/CAM **Credits: 2**
- MEC 145 - Mfg Materials I **Credits: 3**
- PHY 131 - Physics-Mechanics **Credits: 4**

Summer Semester I

- DFT 211 - Gears, Cams, & Pulleys **Credits: 2**
- DFT 254 - Intermed Solid Model/Render **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- Mechanical Engineering Elective

Fall Semester II

- DDF 211 - Design Process I **Credits: 4**
- EGR 251 - Statics **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- Humanities/Fine Arts Elective
- Mechanical Engineering Elective

Spring Semester II

- DDF 212 - Design Process II **Credits: 4**
- DFT 231 - Jig & Fixture Design **Credits: 2**
- EGR 252 - Strength of Materials **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- Social/Behavioral Science Elective

Mechatronics Engineering Technology, A.A.S. (A40350)

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**

- ENG 114 - Prof Research & Reporting **Credits: 3**
- COM 110 - Introduction to Communication **Credits: 3**

Humanities/Fine Arts

- HUM 115 - Critical Thinking **Credits: 3**

Social/Behavioral Sciences

- PSY 150 - General Psychology **Credits: 3**

Natural Sciences/Math

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 122 - Algebra/Trigonometry II **Credits: 3**

Major Requirements

Required

- ATR 112 - Intro to Automation **Credits: 3**
- ELC 213 - Instrumentation **Credits: 4**

Computer Applications

- CIS 110 - Introduction to Computers **Credits: 3**

Safety

- ISC 112 - Industrial Safety **Credits: 2**

Basic Electricity

- ELC 131 - Circuit Analysis I **Credits: 4**

Drawing

- DFT 151 - CAD I **Credits: 3**

Fluid Mechanics

- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**

Mechanical Drives

- MEC 130 - Mechanisms **Credits: 3**

Machines

- ELC 117 - Motors and Controls **Credits: 4**

Programmable Logic Controls

- ELC 128 - Intro to PLC **Credits: 3**

Physics

- PHY 131 - Physics-Mechanics **Credits: 4**

Other Major Requirements

- ELC 125 - Diagrams and Schematics **Credits: 2**
- ELN 231 - Industrial Controls **Credits: 3**
- MAC 121 - Intro to CNC **Credits: 2**
- MEC 111 - Machine Processes I **Credits: 3**
- MNT 111 - Maintenance Practices **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**

Total Credits: 72

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- COM 110 - Introduction to Communication **Credits: 3**
- ELC 131 - Circuit Analysis I **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- ELC 117 - Motors and Controls **Credits: 4**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- ISC 112 - Industrial Safety **Credits: 2**
- MAT 122 - Algebra/Trigonometry II **Credits: 3**

Summer Semester I

- DFT 151 - CADI **Credits: 3**
- MEC 111 - Machine Processes I **Credits: 3**

- PHY 131 - Physics-Mechanics **Credits: 4**

Fall Semester II

- ATR112 - Intro to Automation **Credits: 3**
- ELC 128 - Intro to PLC **Credits: 3**
- ELC 213 - Instrumentation **Credits: 4**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Spring Semester II

- ELN 231 - Industrial Controls **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**
- MNT 111 - Maintenance Practices **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 3**

Nuclear Technology, A.A.S. (A50460)

The Nuclear Technology curriculum prepares individuals to become qualified reactor field technicians who are employed by licensed nuclear reactor facilities.

Course work includes theory and application related to industrial and engineering technology disciplines including nuclear reactor theory, reactor systems, industrial and nuclear safety, instrumentation, electrical generation, automation and robotics, and may include quality control, welding, and various metallurgical inspection procedures.

Upon completion, graduates should qualify as entry-level nuclear reactor technicians and have academic preparations to advance into other industrial or engineering technician positions within the commercial nuclear power industry.

General Education Requirements (15 credits)

English (6 credits)

- Take:
- ENG 111 - Writing and Inquiry **Credits: 3**
 - ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts (3 credits)

- Take:
- HUM 115 - Critical Thinking **Credits: 3**

Natural Sciences/Math (3 credits)

- Take:
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Social/Behavioral Science Electives (3 credits)

- Take 3 credits:
- ECO 151 - Survey of Economics **Credits: 3**
 - POL 110 - Intro Political Science **Credits: 3**
 - PSY 150 - General Psychology **Credits: 3**
 - SOC 210 - Introduction to Sociology **Credits: 3**

Major Requirements (30 credits)

Required (27 credits)

- Take:
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
 - ISC 130 - Intro to Quality Control **Credits: 3**
 - NUC 110 - Nuclear Reactor Systems **Credits: 3**
 - NUC 120 - Nuclear Reactor Theory **Credits: 4**
 - NUC 130 - Applied NDE-Nuclear **Credits: 2**
 - PHY 131 - Physics-Mechanics **Credits: 4**
 - PHY 132 - Physics-Elec & Magnetism **Credits: 4**
 - WLD 112 - Basic Welding Processes **Credits: 2**
 - WLD 143 - Welding Metallurgy **Credits: 2**

Computers (3 credits)

- Take:
- CIS 110 - Introduction to Computers **Credits: 3**

Other Major Requirements (19 credits)

Required Courses (13 credits)

- Take:
- ELC 131 - Circuit Analysis I **Credits: 4**
 - ISC 112 - Industrial Safety **Credits: 2**
 - ISC 121 - Envir Health & Safety **Credits: 3**
 - MAT 122 - Algebra/Trigonometry II **Credits: 3**
 - WBL 111 - Work-Based Learning I **Credits: 1**

Other Required (6 credits)

- Take 6 credits:
- ATR 112 - Intro to Automation **Credits: 3**

- ELC 213 - Instrumentation **Credits: 4**
- ELC 230 - Wind & Hydro Power Sys **Credits: 3**
- MEC 111 - Machine Processes I **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**

Engineering (3 credits)

Take:

- EGR 115 - Intro to Technology **Credits: 3**

Total Credits: 67

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- EGR 115 - Intro to Technology **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ISC 112 - Industrial Safety **Credits: 2**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- NUC 110 - Nuclear Reactor Systems **Credits: 3**

Spring Semester I

- ELC 131 - Circuit Analysis I **Credits: 4**
- ISC 121 - Envir Health & Safety **Credits: 3**
- MAT 122 - Algebra/Trigonometry II **Credits: 3**
- NUC 120 - Nuclear Reactor Theory **Credits: 4**
Nuclear Technology Elective

Summer I

- PHY 131 - Physics-Mechanics **Credits: 4**
- WLD 112 - Basic Welding Processes **Credits: 2**
Nuclear Technology Elective
Social/Behavioral Science Elective

Fall Semester II

- ENG 114 - Prof Research & Reporting **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- PHY 132 - Physics-Elec & Magnetism **Credits: 4**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**

Spring Semester II

- WBL 111N - Work-Based Learning I Nuc Tech **Credits: 1**

Summer II

- ISC 130 - Intro to Quality Control **Credits: 3**
- NUC 130 - Applied NDE - Nuclear **Credits: 2**
- WLD 143 - Welding Metallurgy **Credits: 2**

Note:

Actual course sequence may vary from that stated above depending upon prior college credits. Contact the Lead Instructor regarding individual schedule and course selections.

This program includes a cooperative work experience course at a nuclear power plant that requires students to meet Federal regulations for fitness for duty and access authorization. Prior to registering for WBL 111N, students must complete a process that supports the security criteria for their assigned nuclear plant that includes a background check, drug screen, and psychological assessment. The college has agreements with the service providers of this process and students will be charged a fee that totals about \$150. Please contact the Lead Instructor, Nuclear Technology for further details.

Architectural Technology Certificate (C40100)

A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation.

Technical Core

- ARC 112 - Constr Matls & Methods **Credits: 4**

Architectural Technology

- ARC 111 - Intro to Arch Technology **Credits: 3**
- ARC 114 - Architectural CAD **Credits: 2**

Other Major Requirements

- ARC 114A - Architectural CAD Lab **Credits: 1**
- ARC 220 - Adv Architect CAD **Credits: 2**
- ARC 225A - Architectural BIM I Lab **Credits: 1**
- ARC 225 - Architectural BIM I **Credits: 2**

Total Credits: 15

Recommended Course Sequence

Fall Semester I

- ARC 111 -Intro to Arch Technology **Credits: 3**
- ARC 114 -Architectural CAD **Credits: 2**
- ARC 114A -Architectural CAD Lab **Credits: 1**

Spring Semester I

- ARC 112 -Constr Matls & Methods **Credits: 4**
- ARC 220 -Adv Architect CAD **Credits: 2**
- ARC 225 -Architectural BIM I **Credits: 2**
- ARC 225A -Architectural BIM I Lab **Credits: 1**

Computer-Integrated Machining Certificate (C50210)

(DAY AND EVENINGS)

Major Requirements

- MAC 111 -Machining Technology I **Credits: 6**
- MAC 112 -Machining Technology II **Credits: 6**
- MAC 121 -Intro to CNC **Credits: 2**
- MAC 122 -CNC Turning **Credits: 2**
- MAC 124 -CNC Milling **Credits: 2**

Total Credits: 18

Fall Semester I

- MAC 111 -Machining Technology I **Credits: 6**
- MAC 121 -Intro to CNC **Credits: 2**

Spring Semester I

- MAC 112 -Machining Technology II **Credits: 6**
- MAC 124 -CNC Milling **Credits: 2**

Summer Semester I

- MAC 122 -CNC Turning **Credits: 2**

Electronics Engineering Tech, LAN Cabling Technician Certificate (C40200L)

A course of study that prepares the students to apply basic engineering principles and technical skills 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. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Other Major Requirements (12 credits)

Required Courses (6 credits)

(Take 6 credits)

- ELN 152 - Fabrication Techniques **Credits: 2**
- ELN 236 - Fiber Optics and Lasers **Credits: 4**

Other Required Courses (6 credits)

(Take 6 credits)

- CET 125 - Voice and Data Cabling **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- ELC 111 - Intro to Electricity **Credits: 3**
- ELN 152 - Fabrication Techniques **Credits: 2**

Spring Semester I

- CET 125 - Voice and Data Cabling **Credits: 3**
- ELN 236 - Fiber Optics and Lasers **Credits: 4**

Electronics Engineering Technology Certificate (C40200)

The EET Certificate Program is designed for part-time students who want to learn the fundamentals of electricity, semiconductors, and the test equipment and troubleshooting procedures found in the field of Electronics. The certificate program can be completed in one year. Certificate students can always continue on to pursue the A.A.S. 2 year degree.

General Education Requirements

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Technical Core

- ELC 131 - Circuit Analysis I **Credits: 4**
- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Other Major Requirements

Required

- ELN 152 - Fabrication Techniques **Credits: 2**

Total Credits: 15

Fall Semester I

- ELC 131 - Circuit Analysis I **Credits: 4**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- ELN 152 - Fabrication Techniques **Credits: 2**

Spring Semester I

- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Electronics Engineering Technology, Industrial Controls Certificate (C40200C)

Major Requirements (14 credits)

Electronics Engineering Technology

- ELC 128 - Intro to PLC **Credits: 3**

Required Courses

- ELN 152 - Fabrication Techniques **Credits: 3**
- ELN 231 - Industrial Controls **Credits: 3**

Other Required Courses (6 credits)

- ATR112 - Intro to Automation **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**

Total Credits: 14

Fall Semester I

- ELC 111 - Intro to Electricity **Credits: 3**
- ELN 152 - Fabrication Techniques **Credits: 3**

Spring Semester I

- ATR112 - Intro to Automation **Credits: 3**
- ELC 128 - Intro to PLC **Credits: 3**

Summer Semester

- ELN 231 - Industrial Controls **Credits: 3**

Mechanical Engineering Technology, CAD Drafting Certificate (C40320C)

Major Requirements

Two-Dimensional Drawing

- DFT 151 - CAD I **Credits: 3**

Three-Dimensional Drawing

- DFT 154 - Intro Solid Modeling **Credits: 3**

Other Major Requirements

- DFT 111 - Technical Drafting I **Credits: 2 and**
- DFT 111A - Technical Drafting II Lab **Credits: 1**

- DFT 112 - Technical Drafting II **Credits: 2 and**
- DFT 112A - Technical Drafting II Lab **Credits: 1**

Total Credits: 12

Fall Semester I

- DFT 111 - Technical Drafting I **Credits: 2 and**
- DFT 111A - Technical Drafting II Lab **Credits: 1**

- DFT 151 - CAD I **Credits: 3**

Spring Semester I

- DFT 112 - Technical Drafting II **Credits: 2 and**
- DFT 112A - Technical Drafting II Lab **Credits: 1**

- DFT 154 - Intro Solid Modeling **Credits: 3**

Electronics Engineering Technology Diploma (D40200)

General Education Requirements

- COM 110 - Introduction to Communication **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Technical Core

- ELC 131 - Circuit Analysis I **Credits: 4**
- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Electronics Engineering Technology

- ELC 133 - Circuit Analysis II **Credits: 4**
- ELN 132 - Analog Electronics II **Credits: 4**

Other Major Requirements

Required

- ELN 152 - Fabrication Techniques **Credits: 2**
- ELN 275 - Troubleshooting **Credits: 2**

Electives

- ATR112 - Intro to Automation **Credits: 3**
- ELC 117 - Motors and Controls **Credits: 4**

Total Credits: 37

Fall Semester I

- ATR112 - Intro to Automation **Credits: 3**
- COM 110 - Introduction to Communication **Credits: 3**
- ELC 131 - Circuit Analysis I **Credits: 4**
- ELN 152 - Fabrication Techniques **Credits: 2**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- ELC 117 - Motors and Controls **Credits: 4**
- ELC 133 - Circuit Analysis II **Credits: 4**
- ELN 131 - Analog Electronics I **Credits: 4**
- ELN 275 - Troubleshooting **Credits: 2**

Summer Semester I

- ELN 132 - Analog Electronics II **Credits: 4**
- ELN 133 - Digital Electronics **Credits: 4**

Interior Design, Kitchen and Bath Design Diploma (D30220)

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

- DES 110 - Architectural Graphics **Credits: 2**
- DES 125 - Visual Presentation I **Credits: 2**

- DES 135 - Prin & Elem of Design I **Credits: 4**
- DES 210 - Professional Practices/Int Des **Credits: 2**
- DES 220 - Interior Design Fundamentals **Credits: 3**
- DES 235 - Products **Credits: 3**

Other Major Requirements

Required

- DES 112 - Bldg/Construc Sys **Credits: 3**
- DES 136 - Prin & Elem of Design II **Credits: 4**
- DES 242 - Kitchen/Bath Design **Credits: 3**
- DES 265 - Lighting/Interior Design **Credits: 2**

Interior Design Electives

- DES 243 - Advanced Kitchen/Bath Design **Credits: 3**

Other Requirements

- WBL 111 - Work Based Learning I **Credits: 1**

Total Credits: 38

Fall Semester I

- DES 110 - Architectural Graphics **Credits: 2**
- DES 125 - Visual Presentation I **Credits: 2**
- DES 135 - Prin & Elem of Design I **Credits: 4**
- DES 235 - Products **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- DES 112 - Bldg/Construc Sys **Credits: 3**
- DES 220 - Interior Design Fundamentals **Credits: 3**
- DES 242 - Kitchen/Bath Design **Credits: 3**
- DES 265 - Lighting/Interior Design **Credits: 2**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Summer Semester I

- DES 136 - Prin & Elem of Design II **Credits: 4**
- DES 210 - Professional Practices/Int Des **Credits: 2**
- DES 243 - Advanced Kitchen/Bath Design **Credits: 3**

- WBL 111 - Work Based Learning I **Credits: 1**

Mechanical Engineering Technology, CAD Drafting Diploma (D40320)

General Education Requirements

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Two-Dimensional Drawing

- DFT 151 - CAD I **Credits: 3**

Three-Dimensional Drawing

- DFT 154 - Intro Solid Modeling **Credits: 3**

Manufacturing

- MEC 145 - Mfg Materials I **Credits: 3**

Physics

- PHY 131 - Physics-Mechanics **Credits: 4**

Other Major Requirements

- DFT 111 - Technical Drafting I **Credits: 2 and**
- DFT 111A - Technical Drafting I Lab **Credits: 1**
- DFT 112 - Technical Drafting II **Credits: 2 and**
- DFT 112A - Technical Drafting II Lab **Credits: 1**
- DFT 211 - Gears, Cams, & Pulleys **Credits: 2**
- DFT 254 - Intermed Solid Model/Render **Credits: 3**
- MEC 110 - Intro to CAD/CAM **Credits: 2**
- MEC 111 - Machine Processes I **Credits: 3**

Mechanical Engineering Electives

- ISC 112 -Industrial Safety **Credits: 2**

Total Credits: 40

Fall Semester I

- COM 110 -Introduction to Communication **Credits: 3**
- DFT 111 -Technical Drafting I **Credits: 2 and**
- DFT 111A -Technical Drafting I Lab **Credits: 1**
- DFT 151 -CADI **Credits: 3**
- MAT 121 -Algebra/Trigonometry I **Credits: 3**
- MEC 111 -Machine Processes I **Credits: 3**

Spring Semester I

- DFT 112 - Technical Drafting II **Credits: 2 and**
- DFT 112A -Technical Drafting II Lab **Credits: 1**
- DFT 154 -Intro Solid Modeling **Credits: 3**
- MEC 110 -Intro to CAD/CAM **Credits: 2**
- MEC 145 -Mfg Materials I **Credits: 3**
- PHY 131 - Physics-Mechanics **Credits: 4**

Summer Semester I

- ENG 111 -Writing and Inquiry **Credits: 3**
- DFT 211 -Gears, Cams, & Pulleys **Credits: 2**
- DFT 254 -Intermed Solid Model/Render **Credits: 3**
- ISC 112 -Industrial Safety **Credits: 2**

Marine Technology Department

Marine Technology, A.A.S. (A15320)

Marine Technology students are required, for completion of their degree, to complete 5 separate training cruises. During these cruises students should not be excused from assignments and tests but are required to arrange makeups with faculty well in advance of departure. If the faculty maintains a graded attendance policy, cruises should be treated as an excused absence and not be punitive.

These curricula prepare individuals for a variety of marine-related occupations such as marine conservation, water analysis, marine scientific research support and commercial fishing. Individuals will be prepared as naturalists within the ecotourism industry and be trained in observational and measurement techniques aboard a variety of vessels including ocean-going research vessels. Course work includes a unique blend of traditional and contemporary vocational, technical, and scientific marine education. Course work specific for

Marine Sciences includes instruction in biological sciences, environmental sciences, and marine sciences. Field and laboratory experiences prepare students to identify, observe, and collect scientific data associated with the fauna and flora found in the rivers, estuaries, sounds, and ocean. Course work in Marine Technologies includes instruction in the use of physical, chemical, meteorological, biological, and geological oceanographic instrumentation and sampling equipment. Graduates are prepared for employment opportunities with aquariums, fisheries, corps of engineers, marine patrol, ecotourism companies, commercial fishing industries, entry-level field or laboratory positions with industries, state and federal agencies, and educational facilities associated with marine science and research. Career opportunities include oceanography, environmental science, marine biology, geophysical exploration, and fisheries-related employment.

Marine Technology: A program that provides the practical and academic skills essential for success in marine scientific support. Training in the operation and maintenance of seismic and hydrographic instrumentation including: side scan sonar, multibeam echo sounders, and sub-bottom profilers is provided in the classroom and underway at sea. Additional course work includes: classic and digital navigation techniques, practical applications of boat handling, seamanship, marlin spike seamanship, and safety at sea. Instruction applicable to fisheries science and environmental assessment is provided.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**

- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- ENG 273 - African-American Literature **Credits: 3**
- ENG 274 - Literature by Women **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- MSC 110 - Training Cruise I **Credits: 1**
- MSC 112 - Training Cruise II **Credits: 1**
- MSC 114 - Training Cruise III **Credits: 1**
- MSC 122 - Boat Handling/Seamanship **Credits: 3**
- MSC 124 - Industrial Skills **Credits: 3**
- MSC 126 - Marine Engines **Credits: 2**
- MSC 132 - Fishing Gear Tech I **Credits: 3**

- MSC 134 - Fishing Gear Tech II **Credits: 2**
- MSC 150 - Marine Navigation **Credits: 3**
- MSC 152 - Marine Instrumentation **Credits: 2**
- MSC 160 - Oceanography **Credits: 4**
- MSC 172 - Marine Biology **Credits: 3**
- MSC 174 - Marine Invertebrate Zoo **Credits: 4**
- MSC 180 - Water Analysis **Credits: 3**
- MSC 276 - Marine Vertebrate Zoo **Credits: 4**

Other Major Requirements

- ELN 114 - Marine Electronics **Credits: 2**
- MSC 120 - Marine Software & Data Ntwks **Credits: 2**
- MSC 210 - Marine Envir Samp&Analysis **Credits: 2**
- MSC 216 - Training Cruise IV **Credits: 1**
- MSC 218 - Training Cruise V **Credits: 1**
- MSC 220 - Marine GIS **Credits: 3**
- MSC 254 - Marine Data Processing **Credits: 2**
- MSC 256 - Cartogr/Hydro Surveying **Credits: 2**

Total Credits: 69

Fall Semester I

- MSC 110 - Training Cruise I **Credits: 1**
- MSC 120 - Marine Software & Data Ntwks **Credits: 2**
- MSC 122 - Boat Handling/Seamanship **Credits: 3**
- MSC 132 - Fishing Gear Tech I **Credits: 3**
- MSC 172 - Marine Biology **Credits: 3**

Spring Semester I

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MSC 112 - Training Cruise II **Credits: 1**
- MSC 124 - Industrial Skills **Credits: 3**
- MSC 150 - Marine Navigation **Credits: 3**
- MSC 276 - Marine Vertebrate Zoo **Credits: 4**

Summer Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- MSC 114 - Training Cruise III **Credits: 1**
- MSC 126 - Marine Engines **Credits: 2**
- MSC 134 - Fishing Gear Tech II **Credits: 2**
- MSC 152 - Marine Instrumentation **Credits: 2**

Fall Semester II

- MSC 160 - Oceanography **Credits: 4**
- MSC 174 - Marine Invertebrate Zoo **Credits: 4**
- MSC 210 - Marine Envir Samp&Analysis **Credits: 2**
- MSC 216 - Training Cruise IV **Credits: 1**
- Humanities/Fine Arts Elective
- Social/Behavioral Science Elective

Spring Semester II

- ELN 114 - Marine Electronics **Credits: 2**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MSC 180 - Water Analysis **Credits: 3**
- MSC 218 - Training Cruise V **Credits: 1**
- MSC 220 - Marine GIS **Credits: 3**
- MSC 254 - Marine Data Processing **Credits: 2**
- MSC 256 - Cartogr/Hydro Surveying **Credits: 2**

Note:

As a student participating on training cruises in the Marine Technology program at Cape Fear Community College, all students must have a licensed physician complete a physical in addition to passing a drug screen (documentation is available in the MT department office). This exam and test will be conducted at the student's expense.

The physical will be valid for the two years that the student is enrolled in the program. After this time period the student will be required to complete another physical if the training cruises are not completed.

If a student demonstrates behavior causing concern as to alcohol or drug use they will be required to submit to an immediate drug screening at his/her expense. Failure to comply or evidence of drug or alcohol in a screening test will result in revocation of training cruise participation for 1 year. After this time, the student must submit a clean drug test for consideration.

Boat Building (Wooden) Certificate (C35120)

(EVENINGS)

Major Requirements

- BTB 101A - Boat Bldg I(part 1) **Credits: 5**
- BTB 101B - Boat Bldg I(part 2) **Credits: 5**
- DFT 100 - Marine Drafting **Credits: 2**

Total Credits: 12

Fall Semester I

- BTB 101A - Boat Bldg I (part 1) **Credits: 5**
- DFT 100 - Marine Drafting **Credits: 2**

Spring Semester I

- BTB 101B - Boat Bldg I (part 2) **Credits: 5**

Boat Building (Wooden) Diploma (D35120)

The Boat Building curriculum prepares individuals for employment in the boat building and boat repair industry. Today's boat builders are highly skilled craftspeople who can create complex shapes out of wood.

Course work includes reading boat plans, lofting, setting up the building jig, fashioning the structural timbers, and different planking techniques. Interior joinery, exterior joinery, and yacht rigging is also covered.

Graduates may find work with yacht manufacturers, high end furniture shops, architectural millwork shops, and companies installing built in furniture in homes. Other opportunities can be found in boat maintenance and repair yards.

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

- BTB 101 - Boat Building I **Credits: 10**
- BTB 102 - Boat Building II **Credits: 9**
- BTB 103 - Yacht Joiner Practices I **Credits: 4**
- BTB 104 - Yacht Joiner Practices II **Credits: 3**
- BTB 105 - Yacht Repair/Renovation **Credits: 5**
- BTB 109 - Yacht Rigging **Credits: 2**
- DFT 100 - Marine Drafting **Credits: 2**

Other Major Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 43

Fall Semester I

- BTB 101 - Boat Building I **Credits: 10**
- CIS 111 - Basic PC Literacy **Credits: 2**
- DFT 100 - Marine Drafting **Credits: 2**

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Spring Semester I

- BTB 102 - Boat Building II **Credits: 9**
- BTB 103 - Yacht Joiner Practices I **Credits: 4**
- ENG 101 - Applied Communications I **Credits: 3**

Summer Semester I

- BTB 104 - Yacht Joiner Practices II **Credits: 3**
- BTB 105 - Yacht Repair/Renovation **Credits: 5**
- BTB 109 - Yacht Rigging **Credits: 2**

Boat Manufacture and Service Diploma (D60330)

The Boat Manufacture and Service Technology program prepares students for employment in the manufacture and service of boats. Students learn the basics of boat design and the implementation of those designs in various components and/or complete boats or yachts.

Course work includes reading and interpreting marine blueprints, manuals, and other documents common to the industry; lofting; constructing forms and mold-making; application of concepts and techniques in composite, and fiberglass; marine woodworking; interior finishing; and marine mechanical, electrical, and plumbing systems.

Graduates may find employment with boat/yacht manufacturers, service yards, dealerships doing commissioning work, and companies doing custom boat building.

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- BTB 110 - Fiberglass Boat Bldg I **Credits: 5**
- BTB 111 - Fiberglass Boat Bldg II **Credits: 5**
- BTB 112 - Fiberglass Boat Repairs **Credits: 3**

Marine Services

- BTB 106 - Engine Install/Systems **Credits: 5**
- BTB 107 - Boat Electrical Systems **Credits: 5**
- BTB 108 - Boat Plumbing Systems **Credits: 4**

Other Major Requirements

- BMS 117 - Marine Spray Finishing **Credits: 2**
- BTB 115 - Hull and Joinerwork Prep **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 40

Fall Semester I

- BTB 107 - Boat Electrical Systems **Credits: 5**
- BTB 108 - Boat Plumbing Systems **Credits: 4**
- BTB 115 - Hull and Joinerwork Prep **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Spring Semester I

- BMS 117 - Marine Spray Finishing **Credits: 2**
- BTB 106 - Engine Install/Systems **Credits: 5**
- BTB 110 - Fiberglass Boat Bldg I **Credits: 5**
- ENG 101 - Applied Communications I **Credits: 3**

Summer Semester I

- BTB 111 - Fiberglass Boat Bldg II **Credits: 5**
- BTB 112 - Fiberglass Boat Repairs **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Public Service Department

Baking and Pastry Arts, A.A.S. (A55130)

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production and food marketing. Graduates should qualify for entry-level positions, such as pastry/bakery assistant, a rea pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Sciences/Math

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- BPA 150 - Artisan & Specialty Bread **Credits: 4**
- BPA 210 - Cake Design & Decorating **Credits: 3**
- BPA 250 - Dessert/Bread Production **Credits: 5**
- BPA 260 - Pastry & Baking Marketing **Credits: 3**
- CUL 110 - Sanitation & Safety **Credits: 2**
- CUL 160 - Baking I **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**

Work-Based Learning Electives

(Take 2 credits)

- WBL 111Y - Work-Based Learning I **Credits: 1**
- WBL 112Y - Work-Based Learning I **Credits: 2**
- WBL 121Y - Work-Based Learning II **Credits: 1**

Other Major Requirements

(Take 27 credits)

- BPA 120 - Petit Fours & Pastries **Credits: 3**
- BPA 130 - European Cakes and Tortes **Credits: 3**
- BPA 165 - Hot and Cold Desserts **Credits: 3**
- BPA 220 - Confection Artistry **Credits: 4**
- BPA 230 - Chocolate Artistry **Credits: 3**
- BPA 230A - Chocolate Artistry Lab **Credits: 1**
- BPA 240 - Plated Desserts **Credits: 3**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 260 - Baking II **Credits: 3**
- WBL 115Y - Work-Based Learning Seminar **Credits: 1**

Other Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 67

Fall Semester I

- BPA 120 - Petit Fours & Pastries **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**
- CUL 110 - Sanitation & Safety **Credits: 2 and**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 160 - Baking I **Credits: 3**
- CUL 260 - Baking II **Credits: 3**

Spring Semester I

- BPA 150 - Artisan & Specialty Bread **Credits: 4**
- BPA 165 - Hot and Cold Desserts **Credits: 3**
- BPA 210 - Cake Design & Decorating **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer Semester I

- WBL 121Y - Work-Based Learning II **Credits: 1***
- Humanities/Fine Arts Elective

- Social/Behav Science Elective
- Work-Based Learn Elective

Fall Semester II

- BPA 130 - European Cakes and Tortes **Credits: 3**
- BPA 220 - Confection Artistry **Credits: 4**
- BPA 240 - Plated Desserts **Credits: 3**
- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 231 - Public Speaking **Credits: 3**
- WBL 121Y - Work-Based Learning II Baking **Credits: 1**

Spring Semester II

- BPA 230 - Chocolate Artistry **Credits: 3 and**
- BPA 230A - Chocolate Artistry Lab **Credits: 1**
- BPA 250 - Dessert/Bread Production **Credits: 5**
- BPA 260 - Pastry & Baking Marketing **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Note:

*Students may take WBL112Y (320 hrs) in lieu of taking WBL111Y (160 hrs) and WBL121Y (160 hrs).

Community Spanish Interpreter, A.A.S. (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.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 132 - Introduction to Drama **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- ENG 273 - African-American Literature **Credits: 3**
- ENG 274 - Literature by Women **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Math/Natural Science Electives

(Take 3-4 credits)

- BIO 110 - Principles of Biology **Credits: 4**
- CHM 131 - Introduction to Chemistry **Credits: 3 and**
- CHM 131A - Intro to Chemistry Lab **Credits: 1**

- GEL 111 - Geology **Credits: 4**
- GEL 113 - Historical Geology **Credits: 4**
- GEL 230 - Environmental Geology **Credits: 4**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- SPA 111 - Elementary Spanish I **Credits: 3 and**
- SPA 181 - Spanish Lab 1 **Credits: 1**

- SPA 112 - Elementary Spanish II **Credits: 3 and**
- SPA 182 - Spanish Lab 2 **Credits: 1**

- SPA 120 - Spanish for the Workplace **Credits: 3**
- SPA 141 - Culture and Civilization **Credits: 3**
- SPA 161 - Cultural Immersion **Credits: 3**

- SPA 211 - Intermediate Spanish I **Credits: 3 and**
- SPA 281 - Spanish Lab 3 **Credits: 1**

- SPA 212 - Intermediate Spanish II **Credits: 3 and**
- SPA 282 - Spanish Lab 4 **Credits: 1**

- SPA 215 - Spanish Phonetics/Structure **Credits: 3**
- SPA 221 - Spanish Conversation **Credits: 3**
- SPA 231 - Reading and Composition **Credits: 3**
- SPI 113 - Intro. to Spanish Inter. **Credits: 3**
- SPI 114 - Ana. Skills Spanish Inter. **Credits: 3**
- SPI 213 - Review of Grammar **Credits: 3**
- SPI 214 - Intro. to Translation **Credits: 3**
- WBL 111I - Work-Based Learning I **Credits: 1**
- WBL 115I - Work-Based Learning Seminar I **Credits: 1**

Other Major Requirements

(Take 1 of 2 Groups)

Group 1

- CIS 111 - Basic PC Literacy **Credits: 2**
- SPI 241 - Legal Interpreting I **Credits: 3**
- SPI 245 - Community Interpreting I **Credits: 3**

Group 2

- CIS 111 - Basic PC Literacy **Credits: 2**
- SPI 243 - Medical Interpreting I **Credits: 3**
- SPI 245 - Community Interpreting I **Credits: 3**

Other Major Requirements

- SPI 221 - Consecutive Interp I **Credits: 3**

Total Credits: 74

Fall Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- SPA 111 - Elementary Spanish I **Credits: 3 and**
- SPA 181 - Spanish Lab I **Credits: 1**
- Math/Natural Science Elective

Spring Semester I

- ENG 114 - Prof Research & Reporting **Credits: 3**

- SPA 112 - Elementary Spanish II **Credits: 3 and**
- SPA 182 - Spanish Lab 2 **Credits: 1**

- SPA 141 - Culture and Civilization **Credits: 3**
- Social/Behavioral Science Elective

Summer Semester I

- SPA 211 - Intermediate Spanish I **Credits: 3 and**
- SPA 281 - Spanish Lab 3 **Credits: 1**

- SPA 215 - Spanish Phonetics/Structure **Credits: 3**
- SPA 221 - Spanish Conversation **Credits: 3**

Fall Semester II

- SPA 161 - Cultural Immersion **Credits: 3**

- SPA 212 - Intermediate Spanish II **Credits: 3 and**
- SPA 282 - Spanish Lab 4 **Credits: 1**

- SPI 113 - Intro. to Spanish Inter. **Credits: 3**
- SPI 213 - Review of Grammar **Credits: 3**
- SPI 114 - Ana. Skills Spanish Inter. **Credits: 3**

Spring Semester II

- SPA 120 - Spanish for the Workplace **Credits: 3**
- SPA 231 - Reading and Composition **Credits: 3**
- SPI 214 - Intro. to Translation **Credits: 3**

Summer Semester II

- SPI 221 - Consecutive Interp I **Credits: 3**

- SPI 243 - Medical Interpreting I **Credits: 3 or**
- SPI 241 - Legal Interpreting I **Credits: 3**

- WBL 111I - Work-Based Learning I **Credits: 1**
- WBL 115I - Work-Based Learning Seminar I **Credits: 1**
- Humanities/Fine Arts Elective

Cosmetology, A.A.S. (A55140)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics. Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**

Social/Behavioral Sciences Electives

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Sciences/Math

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- COS 111 -Cosmetology Concepts I **Credits: 4**
- COS 112 -Salon I **Credits: 8**
- COS 113 -Cosmetology Concepts II **Credits: 4**
- COS 114 -Salon II **Credits: 8**
- COS 115 -Cosmetology Concepts III **Credits: 4**
- COS 116 -Salon III **Credits: 4**

COS

- COS 117 -Cosmetology Concepts IV **Credits: 2**

Other Major Requirements

- COS 118 -Salon IV **Credits: 7**
- COS 223 -Contemp Hair Coloring **Credits: 2**
- COS 224 -Trichology & Chemistry **Credits: 2**
- COS 240 -Contemporary Design **Credits: 2**
- COS 260 -Design Applications **Credits: 2**

Other Requirements

- CIS 111 -Basic PC Literacy **Credits: 2**

Total Credits: 66

Fall Semester I

- COS 111 -Cosmetology Concepts I **Credits: 4**
- COS 112 -Salon I **Credits: 8**

Spring Semester I

- COS 113 -Cosmetology Concepts II **Credits: 4**
- COS 114 -Salon II **Credits: 8**

Summer Semester I

- COS 115 -Cosmetology Concepts III **Credits: 4**
- COS 116 -Salon III **Credits: 4**
- COS 224 -Trichology & Chemistry **Credits: 2**
- MAT 110 -Math Measurement & Literacy **Credits: 3**

Fall Semester II

- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 231 - Public Speaking **Credits: 3**

- COS 117 - Cosmetology Concepts IV **Credits: 2**
- COS 118 - Salon IV **Credits: 7**
- Social/Behavioral Sciences Elective

Spring Semester II

- COS 223 - Contemp Hair Coloring **Credits: 2**
- COS 240 - Contemporary Design **Credits: 2**
- COS 260 - Design Applications **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- Humanities/Fine Arts Elective

Criminal Justice Technology, A.A.S. (A55180)

The Criminal Justice Technology curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of law enforcement services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, students are given instruction in topic areas where they will become exposed to and need knowledge of in order to become entry level professionals within the criminal justice community such as, but not limited to areas of study such as the correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems cyber security, private investigations and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail physical, cyber, and private security.

General Education Requirements

Communications Electives

(Take 1 of 2 Groups)

Group 1

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Group 2

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Math/Science

- MAT 143 - Quantitative Literacy **Credits: 3**

Social Behavioral Sciences

- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**

- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**

Major Requirements

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 112 - Criminology **Credits: 3**
- CJC 113 - Juvenile Justice **Credits: 3**
- CJC 131 - Criminal Law **Credits: 3**
- CJC 212 - Ethics & Comm Relations **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**
- CJC 231 - Constitutional Law **Credits: 3**

Other Major Requirements

Required

- CIS 110 - Introduction to Computers **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 141 - Corrections **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Required Language Course

(Take 1 of 2 Groups)

Group 1

- ASL 111 - Elementary ASL **Credits: 3**
- ASL 181 - ASL Lab 1 **Credits: 1**

Group 2

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**

Criminal Justice Technology Electives

(Take 6 credits)

- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- CJC 120 - Interviews/Interrogations **Credits: 2**
- CJC 122 - Community Policing **Credits: 3**

- CJC 160 - Terrorism: Underlying Issues **Credits: 3**
- CJC 213 - Substance Abuse **Credits: 3**
- CJC 214 - Victimology **Credits: 3**
- CJC 222 - Criminalistics **Credits: 3**
- CJC 225 - Crisis Intervention **Credits: 3**
- CJC 240 - Law Enforcement Mgt. & Supervision **Credits: 3**
- WBL 111J - Work-Based Learning I **Credits: 1**
- WBL 115J - Work-Based Learning Seminar I **Credits: 1**

Other Required

(Take 4 credits)

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**

Total Credits: 66

Fall Semester I

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 131 - Criminal Law **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- Required Language Elective

Spring Semester I

- BIO 110 - Principles of Biology **Credits: 4 or**
- BIO 111 - General Biology I **Credits: 4**
- CIS 110 - Introduction to Computers **Credits: 3**
- CJC 112 - Criminology **Credits: 3**
- CJC 113 - Juvenile Justice **Credits: 3**
- Humanities/Fine Arts Elective

Summer Semester I

- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 141 - Corrections **Credits: 3**
- CJC 231 - Constitutional Law **Credits: 3**
- Criminal Justice Elective

Fall Semester II

- COM 231 - Public Speaking **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

- ENG 112 - Writing/Research in the Disc **Credits: 3 or**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Spring Semester I

- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- Criminal Justice Tech Elective
- CJC 212 - Ethics & Comm Relations **Credits: 3**

Culinary Arts, A.A.S. (A55150)

Students are responsible for purchasing their own uniforms and knife kit.

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

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**

- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 130 - Myth in Human Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 220 - Human Values and Meaning **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 221 - Western Philosophy II **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 115 - Intro to Global History **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**

- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

(Take 30 credits)

- CUL 110 - Sanitation & Safety **Credits: 2**
- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 160 - Baking I **Credits: 3**
- CUL 170 - Garde Manger I **Credits: 3**
- CUL 240 - Culinary Skills II **Credits: 5**
- HRM 220 - Cost Control-Food & Bev **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**

Customer Service

(Take 3 credits)

- Take either
- CUL 135 - Food & Beverage Service **Credits: 3** and
 - CUL 135A - Food & Beverage Serv Lab **Credits: 1**
- or take
- HRM 124 - Guest Service Management **Credits: 3**

Nutrition

(Take 3 credits)

- CUL 112 - Nutrition for Foodservice **Credits: 3**
- NUT 110 - Nutrition **Credits: 3**

Purchasing/Cost Control

(Take 3 credits)

- Take either
- CUL 120 - Purchasing **Credits: 2**
- CUL 120A - Purchasing Lab **Credits: 1**
or take
- HRM 260 - Procurement for Hosp **Credits: 3**

Work Based Learning Elective

(Take 2 credits)

- WBL 111K - Work-Based Learning I **Credits: 1**
- WBL 112K - Work-Based Learning I **Credits: 2**
- WBL 121K - Work-Based Learning II **Credits: 1**

Other Major Requirements

(Take 9 credits)

- CIS 111 - Basic PC Literacy **Credits: 2**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 130 - Menu Design **Credits: 2**
- CUL 150 - Food Science **Credits: 2**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**
- WBL 115K - Work-Based Learning Seminar I **Credits: 1**

Culinary Electives I

(Take 5 credits)

- CUL 230 - Global Cuisines **Credits: 5**
- CUL 245 - Contemporary Cuisines **Credits: 5**
- CUL 250 - Classical Cuisine **Credits: 5**

Culinary Electives II

(Take 5 credits)

- CUL 275 - Catering Cuisine **Credits: 5**
- CUL 280 - Pastry & Confections **Credits: 3**
- CUL 283 - Farm-To-Table **Credits: 5**
- CUL 285 - Competition Fundamentals **Credits: 3**
- CUL 214 - Wine Appreciation **Credits: 2**
- CUL 260 - Baking II **Credits: 3**
- CUL 270 - Garde Manger II **Credits: 3**
- HRM 225 - Beverage Management **Credits: 3**
- WBL 125 - Work-Based Learning Seminar II **Credits: 1**

- WBL 131 - Work-Based Learning III **Credits: 1**

Total Credits: 69

Fall Semester I

- CUL 110 - Sanitation & Safety **Credits: 2** and
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 150 - Food Science **Credits: 2**
- CUL 160 - Baking I **Credits: 3**

Spring Semester I

- CUL 170 - Garde Manger I **Credits: 3**
- CUL 240 - Culinary Skills II **Credits: 5**
- ENG 111 - Writing and Inquiry **Credits: 3**
Nutrition Elective
Culinary Elective

Summer Semester I

- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 231 - Public Speaking **Credits: 3**
- WBL 121K - Work-Based Learning II **Credits: 1***
- WBL 125K - Work-Based Learning Seminar II **Credits: 1**
- Humanities/Fine Arts Elective **or**
- Social/Behavioral Science Elective

Fall Semester II

- CIS 111 - Basic PC Literacy **Credits: 2**
- HRM 220 - Cost Control-Food & Bev **Credits: 3 and**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**
- Culinary Arts Elective I
- Culinary Arts Elective II or III

Spring Semester II

- CUL 130 - Menu Design **Credits: 2**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**

- WBL 111K - Work-Based Learning I **Credits: 1***
- WBL 115K - Work-Based Learning Seminar I **Credits: 1**
- Culinary Arts Elective

Summer Semester I

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- Humanities/Fine Arts Elective **or**
- Social/Behavioral Science Elective

Note:

* Students may take WBL 112K (320 hrs) in lieu of taking WBL 111K (160 hrs) & WBL 121K (160 hrs)

Early Childhood Education - B-K Licensure Transfer (A55220L)

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

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families 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.

General Education Requirements (29 credits)

General Education

- BIO 110 - Principles of Biology **Credits: 4**
- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts

- ART 111 - Art Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Natural Science

Take 1 of 2 groups:

Group 1:

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Group 2:

- GEL 111 - Geology **Credits: 4**

Major Requirements (41 credits)

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 216 - Foundations of Education **Credits: 3**
- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 284 - Early Child Capstone Prac **Credits: 4**

Other Major Requirements (3 credits)

- EDU 151A - Creative Activities Lab **Credits: 1**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 280A - Literacy Exp Lab **Credits: 1**

Other Requirements (3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**

Total Credits: 76

Recommended Course Sequence

Fall Semester I

- EDU 119 - Intro to Early Child Educ **Credits: 4**

- EDU 151 - Creative Activities **Credits: 3**
- EDU 151A - Creative Activities Lab **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 110 - Principles of Biology **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Summer Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
Humanities/Fine Arts Elective

Fall Semester II

- EDU 145 - Child Development II **Credits: 3**
- EDU 216 - Foundations of Education **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 280A - Literacy Exp Lab **Credits: 1**

Spring Semester II

- EDU 284 - Early Child Capstone Prac **Credits: 4**
- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
Natural Science Elective

Early Childhood Education Career Track A.A.S. (A55220C)

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

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families 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.

General Education Requirements (15 credits)

General Ed Requirements (12 credits)

- Take:
- ENG 111 - Writing and Inquiry **Credits: 3**
 - COM 231 - Public Speaking **Credits: 3**
 - MAT 143 - Quantitative Literacy **Credits: 3**
 - PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts Elective (3 credits)

- Take 3 credits:
- ART 111 - Art Appreciation **Credits: 3**
 - MUS 110 - Music Appreciation **Credits: 3**
 - MUS 112 - Introduction to Jazz **Credits: 3**
 - PHI 215 - Philosophical Issues **Credits: 3**
 - PHI 240 - Introduction to Ethics **Credits: 3**

Major Requirements (38 credits)

Required Courses

- Take:
- EDU 119 - Intro to Early Child Educ **Credits: 4**
 - EDU 131 - Child, Family, and Community **Credits: 3**
 - EDU 144 - Child Development I **Credits: 3**
 - EDU 145 - Child Development II **Credits: 3**
 - EDU 146 - Child Guidance **Credits: 3**
 - EDU 151 - Creative Activities **Credits: 3**
 - EDU 151A - Creative Activities Lab **Credits: 1**
 - EDU 153 - Health, Safety and Nutrition **Credits: 3**
 - EDU 221 - Children With Exceptionalities **Credits: 3**
 - EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
 - EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
 - EDU 280 - Language/Literacy Experiences **Credits: 3**
 - EDU 280A - Literacy Exp Lab **Credits: 1**
 - EDU 284 - Early Child Capstone Prac **Credits: 4**

Other Major Requirements (15 credits)

Required Courses

Take:

- EDU 251 - Exploration Activities **Credits: 3**
- EDU 251A - Exploration Activities Lab **Credits: 1**
- EDU 259 - Curriculum Planning **Credits: 3**
- EDU 271 - Educational Technology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Electives

Take 1 course:

- EDU 188 - Issues in Early Child Ed **Credits: 2**
- EDU 235 - School-Age Develop & Programs **Credits: 3**
- EDU 261 - Early Childhood Admin I **Credits: 3**
- EDU 262 - Early Childhood Admin II **Credits: 3**

Other Requirements (2 credits)

Take:

- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 70 SHC

Recommended Course Sequence

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 151A - Creative Activities Lab **Credits: 1**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Summer I

- CIS 111 - Basic PC Literacy **Credits: 2**
Humanities/Fine Arts Elective

Fall Semester II

- EDU 145 - Child Development II **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 259 - Curriculum Planning **Credits: 3**
- EDU 271 - Educational Technology **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 280A - Literacy Exp Lab **Credits: 1**

Spring Semester II

- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 251 - Exploration Activities **Credits: 3**
- EDU 251A - Exploration Activities Lab **Credits: 1**
- EDU 284 - Early Child Capstone Prac **Credits: 4**
- SOC 210 - Introduction to Sociology **Credits: 3**

Early Childhood Education Non-Licensure Transfer (A55220NL)

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

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families 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.

General Education Requirements (29 credits)

General Education

- BIO 110 - Principles of Biology **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

- PSY 150 -General Psychology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**

Humanities/Fine Arts

Take 6 credits:

- ART 111 -Art Appreciation **Credits: 3**
- MUS 110 -Music Appreciation **Credits: 3**
- MUS 112 -Introduction toJazz **Credits: 3**
- PHI 215 -Philosophical Issues **Credits: 3**
- PHI 240 -Introduction toEthics **Credits: 3**

Natural Science

Take 1 of 2 groups:

Group 1:

- AST 111 -Descriptive Astronomy **Credits: 3**
- AST 111A -Descriptive Astronomy Lab **Credits: 1**

Group 2:

- GEL 111 -Geology **Credits: 4**

Major Requirements (41 credits)

- EDU 119 -Intro to Early Child Educ **Credits: 4**
- EDU 131 -Child, Family, and Community **Credits: 3**
- EDU 144 -Child Development I **Credits: 3**
- EDU 145 -Child Development II **Credits: 3**
- EDU 146 -Child Guidance **Credits: 3**
- EDU 151 -Creative Activities **Credits: 3**
- EDU 153 -Health, Safety and Nutrition **Credits: 3**
- EDU 221 -Children With Exceptionalities **Credits: 3**
- EDU 234 -Infants, Toddlers, and Twos **Credits: 3**
- EDU 261 -Early Childhood Admin I **Credits: 3**
- EDU 262 -Early Childhood Admin II **Credits: 3**
- EDU 280 -Language/Literacy Experiences **Credits: 3**
- EDU 284 -Early Child Capstone Prac **Credits: 4**

Other Major Requirements (3 credits)

- EDU 280A -Literacy Exp Lab **Credits: 1**
- EDU 234A -Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 151A -Creative Activities Lab **Credits: 1**

Other Requirements (3 credits)

- CIS 110 -Introduction to Computers **Credits: 3**

Total Credits: 76

Recommended Course Sequence

Fall Semester I

- EDU 119 -Intro to Early Child Educ **Credits: 4**
- EDU 151 -Creative Activities **Credits: 3**
- EDU 151A -Creative Activities Lab **Credits: 1**
- ENG 111 -Writing and Inquiry **Credits: 3**
- MAT 143 -Quantitative Literacy **Credits: 3**
- PSY 150 -General Psychology **Credits: 3**

Spring Semester I

- BIO 110 -Principles of Biology **Credits: 4**
- EDU 131 -Child, Family, and Community **Credits: 3**
- EDU 144 -Child Development I **Credits: 3**
- EDU 146 -Child Guidance **Credits: 3**
- EDU 153 -Health, Safety and Nutrition **Credits: 3**

Summer Semester I

- CIS 110 -Introduction to Computers **Credits: 3**
Humanities/Fine Arts Elective

Fall Semester II

- EDU 145 -Child Development II **Credits: 3**
- EDU 234 -Infants, Toddlers, and Twos **Credits: 3**
- EDU 234A -Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 261 -Early Childhood Admin I **Credits: 3**
- EDU 280 -Language/Literacy Experiences **Credits: 3**
- EDU 280A -Literacy Exp Lab **Credits: 1**

Spring Semester II

- EDU 262 -Early Childhood Admin II **Credits: 3**
- EDU 284 -Early Child Capstone Prac **Credits: 4**
- EDU 221 -Children With Exceptionalities **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**
Natural Science Elective

Emergency Management A.A.S (A55460)

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

General Education Requirements (15 credits)

Communications

- Take 6 credits:
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts

- Take 3 credits:
- HUM 115 - Critical Thinking **Credits: 3**

Mathematics

- Take 3 credits:
- MAT 143 - Quantitative Literacy **Credits: 3**

Social/Behavioral Sciences

- Take 3 credits:
- POL 120 - American Government **Credits: 3**

Major Requirements (27 credits)

Required Courses

- Take 21 credits:
- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 130 - Mitigation & Preparedness **Credits: 3**

- EPT 140 - Emergency Management **Credits: 3**
- EPT 210 - Response & Recovery **Credits: 3**
- EPT 220 - Terrorism and Emer. Mgt. **Credits: 3**
- EPT 275 - Emergency Ops Center Mgt **Credits: 3**
- FIP 228 - Local Gov't Finance **Credits: 3**

Incident Management

Take 3 credits:

- CJC 170 - Critical Incident Mgmt Pub Saf **Credits: 3**
- EPT 150 - Incident Management **Credits: 3**

Law and Ethics

Take 3 credits:

- EPT 124 - EM Services Law & Ethics **Credits: 3**
- FIP 152 - Fire Protection Law **Credits: 3**

Other Required Hours (24 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CJC 160 - Terrorism: Underlying Issu **Credits: 3**
- CJC 212 - Ethics & Comm Relations **Credits: 3**
- FIP 164 - OSHA Standards **Credits: 3**
- FIP 240 - Fire Service Supervision **Credits: 3**
- FIP 256 - Munic Public Relations **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Total Credits: 66

Recommended Course Sequence

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 130 - Mitigation & Preparedness **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**

Spring Semester I

- ENG 114 - Prof Research & Reporting **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**

- SEC 110 - Security Concepts **Credits: 3**
Incident Management Elective
Law and Ethics Elective

Summer Semester I

- FIP 256 - Munic Public Relations **Credits: 3**
- POL 120 - American Government **Credits: 3**

Fall Semester II

- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 220 - Terrorism and Emer. Mgt. **Credits: 3**
- FIP 164 - OSHA Standards **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Spring Semester II

- CJC 212 - Ethics & Comm Relations **Credits: 3**
- EPT 275 - Emergency Ops Center Mgt **Credits: 3**
- FIP 228 - Local Govt Finance **Credits: 3**
- FIP 240 - Fire Service Supervision **Credits: 3**

Summer Semester II

- CJC 160 - Terrorism: Underlying Issu **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**

Emergency Medical Science, A.A.S. (A45340)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

General Education Requirements (16 credits)

English

- Take:
 - ENG 111 - Writing and Inquiry **Credits: 3**

- Take 3 credits:
- ENG 112 - Writing/Research in the Disc **Credits: 3**
 - ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**

Natural Sciences/Math

- BIO 168 - Anatomy and Physiology I **Credits: 4**

Social/Behavioral Science Electives

(Take 3 credits)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements (48 credits)

Required

- EMS 110 - EMT **Credits: 8**
- EMS 122 - EMS Clinical Practicum I **Credits: 1**

- EMS 130 -Pharmacology **Credits: 4**
- EMS 131 -Advanced Airway Management **Credits: 2**
- EMS 160 -Cardiology I **Credits: 2**
- EMS 220 -Cardiology II **Credits: 3**
- EMS 221 -EMS Clinical Practicum II **Credits: 2**
- EMS 231 -EMS Clinical Pract III **Credits: 3**
- EMS 240 -Patients W/ Special Challenges **Credits: 2**
- EMS 241 -EMS Clinical Practicum IV **Credits: 4**
- EMS 250 -Medical Emergencies **Credits: 4**
- EMS 260 -Trauma Emergencies **Credits: 2**
- EMS 270 -Life Span Emergencies **Credits: 3**
- EMS 285 -EMS Capstone **Credits: 2**
- MED 120 -Survey of Med Terminology **Credits: 2**

Anatomy Physiology

- BIO 169 -Anatomy and Physiology II **Credits: 4**

Other Major Requirements (5 credits)

- CIS 110 -Introduction to Computers **Credits: 3**
- EMS 235 -EMS Management **Credits: 2**

Total Credits: 69

Fall Semester I

- BIO 168 -Anatomy and Physiology I **Credits: 4**
- EMS 110 -EMT **Credits: 8**
- ENG 111 -Writing and Inquiry **Credits: 3**
- MED 120 -Survey of Med Terminology **Credits: 2**
Humanities/Fine Arts Elective

Spring Semester I

- BIO 169 -Anatomy and Physiology II **Credits: 4**
- EMS 122 -EMS Clinical Practicum I **Credits: 1**
- EMS 130 -Pharmacology **Credits: 4**
- EMS 131 -Advanced Airway Management **Credits: 2**
- EMS 160 -Cardiology I **Credits: 2**
- ENG 112 -Writing/Research in the Disc **Credits: 3**
OR
- ENG 114 -Prof Research & Reporting **Credits: 3**

Summer Semester I

- EMS 220 - Cardiology II **Credits: 3**
- EMS 221 - EMS Clinical Practicum II **Credits: 2**
- EMS 250 - Medical Emergencies **Credits: 4**

Fall Semester II

- CIS 110 - Introduction to Computers **Credits: 3**
- EMS 231 - EMS Clinical Pract III **Credits: 3**
- EMS 240 - Patients W/ Special Challenges **Credits: 2**
- EMS 260 - Trauma Emergencies **Credits: 2**

Spring Semester II

- EMS 235 - EMS Management **Credits: 2**
- EMS 241 - EMS Clinical Practicum IV **Credits: 4**
- EMS 270 - Life Span Emergencies **Credits: 3**
- EMS 285 - EMS Capstone **Credits: 2**
- Social/Behavioral Science Elective

Film and Video Production Technology, A.A.S. (A30140)

Note: Limited classes are offered in this program. Please check with Public Services Department Chair or Student Development.

The Film and Video Production Technology curriculum prepares students for entry-level employment in production support and selected technical areas of film, video, and associated media production. Instruction provides training for entry-level crew and/or production and post-production assistants in many moving image media forms.

The first year content includes exposure to the entire production process. Students are taught by industry professionals who provide extensive hands-on instruction. In the second year, students receive professional training by performing in various crew positions on actual production projects.

Graduates may find employment as entry-level crew and/or production assistants in feature and short films, commercials, and industrial, educational, and documentary productions. Other opportunities include entry-level employment in pre-production and post-production areas for film and video.

General Education Requirements

Required

- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Math

- MAT 143 - Quantitative Literacy **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

- FVP 111 - Intro. to Film and Video **Credits: 3**
- FVP 112 - Art Dept Operations I **Credits: 3**
- FVP 113 - Grip & Electrical I **Credits: 3**

- FVP114 - Camera & Lighting I **Credits: 3**
- FVP115 - Camera & Lighting II **Credits: 3**
- FVP116 - Sound Operations **Credits: 3**
- FVP120 - Art Dept. Operations II **Credits: 3**
- FVP130 - Grip and Electrical II **Credits: 3**
- FVP212 - Production Techniques I **Credits: 5**
- FVP213 - Production Techniques II **Credits: 5**

Other Major Requirements

Required

- CIS 110 - Introduction to Computers **Credits: 3**
- FVP220 - Editing I **Credits: 3**
- FVP240 - Introduction to Screenwriting **Credits: 3**
- FVP250 - Production Specialties I **Credits: 3**

Film and Video Electives

(Take 6 credits)

- ACA 111 - College Student Success **Credits: 1**
- DEA 111 - Introduction to DEAT **Credits: 3**
- FVP117 - Make-Up & Wardrobe **Credits: 3**
- FVP215 - Production Management **Credits: 3**
- FVP223 - Postproduct. Sound Design **Credits: 3**
- FVP227 - Multimedia Production **Credits: 3**
- FVP251 - Product. Specialities II **Credits: 3**
- WBL 111V - Work-Based Learning I **Credits: 1**
- WBL 115V - Work-Based Learning Seminar I **Credits: 1**

Total Credits: 67

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- FVP111 - Intro. to Film and Video **Credits: 3**
- FVP112 - Art Dept Operations I **Credits: 3**
- FVP114 - Camera & Lighting I **Credits: 3**
- FVP220 - Editing I **Credits: 3**

Spring Semester I

- FVP113 - Grip & Electrical I **Credits: 3**
- FVP115 - Camera & Lighting II **Credits: 3**
- FVP116 - Sound Operations **Credits: 3**

- FVP120 - Art Dept. Operations II **Credits: 3**
- Humanities/Fine Arts Elective

Summer Semester I

- FVP212 - Production Techniques I **Credits: 5**
- Social/Behavioral Science Elective

Fall Semester II

- CIS 110 - Introduction to Computers **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- FVP130 - Grip and Electrical II **Credits: 3**
- FVP240 - Introduction to Screenwriting **Credits: 3**
- Film and Video Elective

Spring Semester II

- FVP250 - Production Specialties I **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- Film and Video Elective

Summer Semester II

- FVP213 - Production Techniques II **Credits: 5**

Fire Protection Technology, A.A.S. (A55240)

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**

- MAT 143 - Quantitative Literacy **Credits: 3**
- POL 120 - American Government **Credits: 3**

Major Requirements

- FIP 120 - Intro to Fire Protection **Credits: 3**
- FIP 124 - Fire Prevention & Public Ed **Credits: 3**
- FIP 132 - Building Construction **Credits: 3**
- FIP 152 - Fire Protection Law **Credits: 3**
- FIP 220 - Fire Fighting Strategies **Credits: 3**
- FIP 228 - Local Gov't Finance **Credits: 3**

Other Major Requirements

- CIS 110 - Introduction to Computers **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**
- FIP 128 - Detection & Investigation **Credits: 3**
- FIP 136 - Inspections & Codes **Credits: 3**
- FIP 156 - Computers in Fire Svc **Credits: 2**
- FIP 162 - Firefighter Safety & Wellness **Credits: 3**
- FIP 164 - OSHA Standards **Credits: 3**
- FIP 221 - Adv Fire Fighting Strat **Credits: 3**
- FIP 240 - Fire Service Supervision **Credits: 3**
- FIP 256 - Munic Public Relations **Credits: 3**
- FIP 276 - Managing Fire Services **Credits: 3**

Total Credits: 65

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- FIP 120 - Intro to Fire Protection **Credits: 3**
- FIP 124 - Fire Prevention & Public Ed **Credits: 3**

Spring Semester I

- FIP 152 - Fire Protection Law **Credits: 3**
- FIP 240 - Fire Service Supervision **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Summer Semester I

- FIP 136 - Inspections & Codes **Credits: 3**

- FIP 256 - MunicPublic Relations **Credits: 3**
- POL 120 - American Government **Credits: 3**

Fall Semester II

- FIP 128 - Detection & Investigation **Credits: 3**
- FIP 132 - Building Construction **Credits: 3**
- FIP 164 - OSHA Standards **Credits: 3**
- FIP 220 - Fire Fighting Strategies **Credits: 3**

Spring Semester II

- ENG 114 - Prof Research & Reporting **Credits: 3**
- FIP 156 - Computers in Fire Svc **Credits: 2**
- FIP 162 - Firefighter Safety & Wellness **Credits: 3**
- FIP 221 - Adv Fire Fighting Strat **Credits: 3**
- FIP 228 - Local Govt Finance **Credits: 3**

Summer Semester II

- EPT 140 - Emergency Management **Credits: 3**
- FIP 276 - Managing Fire Services **Credits: 3**

Hospitality Management, A.A.S. (A25110)

This curriculum prepares individuals 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 guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**

Major Requirements

Required

- CUL 110 - Sanitation & Safety **Credits: 2**
- HRM 110 - Intro to Hosp & Tourism **Credits: 3**
- HRM 140 - Legal Issues-Hospitality **Credits: 3**
- HRM 220 - Cost Control-Food & Bev **Credits: 3**
- HRM 240 - Marketing for Hospitality **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- HRM 280 - Mgmt Problems-Hospitality **Credits: 3**

Required Subject Area

(Take 4 credits)

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 175 - Hotel and Restaurant Acct **Credits: 4**

Work-Based Learning

(Take 2 credits)

- WBL 111H - Work-Based Learning I **Credits: 1**
- WBL 112H - Work-Based Learning I **Credits: 2**
- WBL 121H - Work-Based Learning II **Credits: 1**

Other Major Requirements

Required Elective I

(Take 3 credits)

- CUL 135 - Food & Beverage Service **Credits: 2 and**
- CUL 135A - Food & Beverage Serv Lab **Credits: 1**

- HRM 124 - Guest Service Management **Credits: 3**

Required Elective II

(Take 3 credits)

- CUL 120 - Purchasing **Credits: 2 and**
- CUL 120A - Purchasing Lab **Credits: 1**

- HRM 260 - Procurement for Hosp **Credits: 3**

Required

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- HRM 160 - Info Systems for Hosp **Credits: 3**

- HRM 215 - Restaurant Management **Credits: 3 and**
- HRM 215A - Restaurant Management Lab **Credits: 1**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**
- WBL 115H - Work-Based Learning Seminar I **Credits: 1**

Hospitality Management Electives

*(Take at least 15 credits) **

- CUL 142 - Fundamentals of Food **Credits: 5**
- CUL 214 - Wine Appreciation **Credits: 2**
- HRM 115 - Housekeeping **Credits: 3 and**
- HRM 115A - Housekeeping Lab **Credits: 1**
- HRM 120 - Front Office Procedures **Credits: 3 and**
- HRM 120A - Front Office Procedures Lab **Credits: 1**
- HRM 130 - Bed and Breakfast Mgt. **Credits: 3**
- HRM 135 - Facilities Management **Credits: 3**
- HRM 210 - Meetings & Event Planning **Credits: 3**
- HRM 225 - Beverage Management **Credits: 3**
- HRM 228 - Mixology **Credits: 3**
- HRM 230 - Club & Resort Management **Credits: 3**
- HRM 275 - Leadership-Hospitality **Credits: 3**
- HRM 285 - Service Projects-Hosp **Credits: 5**
- WBL 110H - World of Work **Credits: 1**
- WBL 125H - Work-Based Learning Seminar II **Credits: 1**
- WBL 131H - Work-Based Learning III **Credits: 1**

Note:

* Suggested Tracks:

Food Service: HRM 135, HRM 225, HRM 228, HRM 285

Lodging: HRM 115/HRM 115A, HRM 120/HRM 120A, HRM 130, HRM 210

Club: HRM 135, HRM 210, HRM 225, HRM 228, HRM 230

Total Credits: 72/76

Fall Semester I

- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 231 - Public Speaking **Credits: 3**
- HRM 110 - Intro to Hosp & Tourism **Credits: 3**

- MAT 143 - Quantitative Literacy **Credits: 3**
- Required Elective I
- Required Elective II

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- HRM 140 - Legal Issues-Hospitality **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- HRM 260 - Procurement for Hosp **Credits: 3**
- WBL 111H - Work-Based Learning I **Credits: 1***
- WBL 115H - Work-Based Learning Seminar I **Credits: 1**

Summer Semester I

- CUL 110 - Sanitation & Safety **Credits: 2 and**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- Hospitality Management Elective
- Social/Behavioral Science Elective **or**
- Humanities/Fine Arts Elective

Fall Semester II

- ACC 175 - Hotel and Restaurant Acct **Credits: 4 or**
- ACC 120 - Prin of Financial Accounting **Credits: 4**
- HRM 220 - Cost Control-Food & Bev **Credits: 3 and**
- HRM 220A - Cost Control-Food & Bev Lab **Credits: 1**
- HRM 240 - Marketing for Hospitality **Credits: 3**
- Hospitality Management Elective

Spring Semester II

- HRM 215 - Restaurant Management **Credits: 3 and**
- HRM 215A - Restaurant Management Lab **Credits: 1**
- HRM 280 - Mgmt Problems-Hospitality **Credits: 3**
- Hospitality Management Elective
- Social/Behavioral Science Elective **or**
- Humanities/Fine Arts Elective

Summer Semester II

- WBL 121H - Work-Based Learning II **Credits: 1** *
- WBL 125H - Work-Based Learning Seminar II **Credits: 1**
- Hospitality Management Elective
- Work-Based Elective

Note:

* Student may take WBL112H(320 hrs) in lieu of taking WBL111H(160 hrs) & WBL121H (160 hrs)

Interpreter Education, A.A.S. (A55300)

The Interpreter Education curriculum prepares individuals to work as entry-level Sign Language Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills. Course work includes the acquisition of American Sign Language (ASL); grammar, structure, and sociolinguistic properties; cognitive processes associated with interpretation between ASL and English; the structure and character of the deaf community; and acquisition of consecutive and simultaneous interpreting skills. Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/freelance positions or apply language skills to other human service related areas.

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Natural Sciences/Math

- MAT 143 - Quantitative Literacy **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**

- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**

Major Requirements

- ASL 111 - Elementary ASL **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 211 - Intermediate ASL **Credits: 3**
- ASL 250 - Linguistics of ASL **Credits: 3**
- IPP 111 - Intro to Interpretation **Credits: 3**
- IPP 112 - Comparative Cultures **Credits: 3**
- IPP 152 - ASL/English Translation **Credits: 3**
- IPP 161 - Consecutive Interpreting **Credits: 5**
- IPP 221 - Simultaneous Interpret I **Credits: 5**
- WBL 111I - Work-Based Learning I **Credits: 1**
- WBL 115I - Work-Based Learning II **Credits: 1**

Other Major Requirements

- ASL181 -ASLLab 1 **Credits: 1**
- ASL182 -ASLLab 2 **Credits: 1**
- ASL212 -Intermediate ASLII**Credits: 3**
- ASL221 -Advanced ASLI**Credits: 3**
- ASL281 -ASLLab 3 **Credits: 1**
- CIS 110 -Introduction to Computers **Credits: 3**
- IPP 130 -Analytical Skills for Int **Credits: 3**
- IPP 224 -ASL to English Interpret **Credits: 3**
- IPP 240 -Ethical Stnds & Practices **Credits: 3**

Total Credits: 68

Fall Semester I

- ASL111 -Elementary ASLI**Credits: 3 and**
- ASL181 -ASLLab 1 **Credits: 1***

- ASL112 -Elementary ASLII**Credits: 3 and**
- ASL182 -ASLLab 2 **Credits: 1****

- ENG 111 -Writing and Inquiry **Credits: 3**
- IPP 111 -Intro to Interpretation **Credits: 3**

Spring Semester I

- ASL211 -Intermediate ASLI**Credits: 3 and**
- ASL281 -ASLLab 3 **Credits: 1**

- IPP 130 -Analytical Skills for Int **Credits: 3**
- IPP 152 -ASL/English Translation **Credits: 3**
- MAT 143 -Quantitative Literacy **Credits: 3**
- Communications Elective

Summer Semester I

- ASL212 -Intermediate ASLII**Credits: 3**
- CIS 110 -Introduction to Computers **Credits: 3**
- IPP 161 -Consecutive Interpreting **Credits: 5**

Fall Semester II

- ASL250 -Linguistics of ASL**Credits: 3**
- IPP 112 -Comparative Cultures **Credits: 3**
- IPP 224 -ASL to English Interpret **Credits: 3**
- Humanities/Fine Arts Elective
- Social/Behavioral Science Elective

Spring Semester II

- ASL 221 - Advanced ASL I **Credits: 3**
- IPP 221 - Simultaneous Interpret I **Credits: 5**
- IPP 224 - ASL to English Interpret **Credits: 2**
- IPP 240 - Ethical Stnds & Practices **Credits: 3**
- WBL 111I - Work-Based Learning I **Credits: 1**
- WBL 115I - Work-Based Learning II **Credits: 1**

Note:

* Mini-Session I

**Mini-Session II

Paralegal Technology, A.A.S. (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.

*Graduates of the A.A.S. program will be eligible to take the North Carolina Paralegal Certification Examination and the National Association of Legal Assistants (NALA) exam. The Certificate program does qualify the student to take both the NC State Bar Paralegal Certification exam and the NALA exam, if they also have a 4 year degree in any major and in addition to the courses in the certificate program also take LEX 280 (Ethics and Professionalism) course. The Diploma program does not qualify a student to take the NALA or the NC State Bar Paralegal Certification Exam. Please contact the Paralegal Department for further information.

General Education Requirements (15 credits)

- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Humanities/Fine Arts Electives (3 credits)

- Take 3 credits:
- ART 111 - Art Appreciation **Credits: 3**
 - ART 114 - Art History Survey I **Credits: 3**
 - ART 115 - Art History Survey II **Credits: 3**
 - ART 116 - Survey of American Art **Credits: 3**

- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 213 - Opera and Musical Theatre **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives (3 credits)

- Take 3 credits:
- ANT 210 - General Anthropology **Credits: 3**
 - ECO 151 - Survey of Economics **Credits: 3**
 - ECO 251 - Prin of Microeconomics **Credits: 3**
 - ECO 252 - Prin of Macroeconomics **Credits: 3**
 - HIS 121 - Western Civilization I **Credits: 3**
 - HIS 122 - Western Civilization II **Credits: 3**
 - HIS 131 - American History I **Credits: 3**
 - HIS 132 - American History II **Credits: 3**
 - POL 120 - American Government **Credits: 3**
 - POL 130 - State & Local Government **Credits: 3**
 - PSY 118 - Interpersonal Psychology **Credits: 3**
 - PSY 150 - General Psychology **Credits: 3**
 - SOC 210 - Introduction to Sociology **Credits: 3**
 - SOC 213 - Sociology of the Family **Credits: 3**
 - SOC 220 - Social Problems **Credits: 3**

Major Requirements (23 credits)

- LEX 110 - Intro to Paralegal Study **Credits: 2**
- LEX 120 - Legal Research/Writing I **Credits: 3**
- LEX 130 - Civil Injuries **Credits: 3**
- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements (37 credits)

Take:

- CIS 110 - Introduction to Computers **Credits: 3**
- CJC 231 - Constitutional Law **Credits: 3**
- LEX 121 - Legal Research/Writing II **Credits: 3**
- LEX 141 - Civil Litigation II **Credits: 3**
- LEX 151 - Commercial Law II **Credits: 3**
- LEX 160 - Criminal Law & Procedure **Credits: 3**
- LEX 170 - Administrative Law **Credits: 2**
- LEX 211 - Real Property II **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**
- LEX 270 - Law Office Mgt/Technology **Credits: 2**
- LEX 273 - NCCP Review Course **Credits: 2**
- LEX 280 - Ethics & Professionalism **Credits: 2**
- LEX 288 - Elder Law **Credits: 3**

Total Credits: 74

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- LEX 110 - Intro to Paralegal Study **Credits: 2**
- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Spring Semester I

- LEX 120 - Legal Research/Writing I **Credits: 3**
- LEX 141 - Civil Litigation II **Credits: 3**
- LEX 151 - Commercial Law II **Credits: 3**
- LEX 160 - Criminal Law & Procedure **Credits: 3**
- Social/Behavioral Science Elective
- WBL 111P - Work-Based Learning I Paraleg **Credits: 1**
- WBL 115P - Work-Based Learning Seminar I **Credits: 1**

Summer Semester I

- CJC 231 - Constitutional Law **Credits: 3**
- LEX 121 - Legal Research/Writing II **Credits: 3**
- LEX 170 - Administrative Law **Credits: 2**
- LEX 280 - Ethics & Professionalism **Credits: 2**

Fall Semester II

- LEX 130 - Civil Injuries **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**
- LEX 270 - Law Office Mgt/Technology **Credits: 2**
- Humanities/Fine Arts Elective

Spring Semester II

- COM 231 - Public Speaking **Credits: 3**
- LEX 211 - Real Property II **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**
- LEX 273 - NCCP Review Course **Credits: 2**
- LEX 288 - Elder Law **Credits: 3**

Veterinary Medical Technology, A.A.S. (A45780)

This curriculum is designed to prepare individuals to assist veterinarians in preparing animals, equipment, and medications for examination and surgery; collecting specimens; performing laboratory, radiographic, anesthetic, dental procedures; assisting in surgery; and providing proper husbandry of animals and their environment.

Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices.

Graduates of accredited programs may be eligible to take state and national examinations administered by the North Carolina Veterinary Medical Board. Graduates may be employed in veterinary clinics; diagnostic, research, or pharmaceutical laboratories; zoos; academic institutions; or other areas associated with animal care.

General Education Requirements (19 credits)

Communications (6 credits)

- Take 6 credits:
- ENG 111 - Writing and Inquiry **Credits: 3**
 - ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts (3 credits)

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**

Social/Behavioral Sciences (3 credits)

Take 3 credits:

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Sciences/Mathematics (7 credits)

Take 7 credits:

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**
- MAT 143 - Quantitative Literacy **Credits: 3**

Major Requirements (50 credits)

Required Courses (47 credits)

Take 47 credits:

- VET 110 - Animal Breeds and Husbandry **Credits: 3**
- VET 120 - Vet Anatomy & Physiology **Credits: 4**
- VET 123 - Veterinary Parasitology **Credits: 3**
- VET 125 - Veterinary Diseases I **Credits: 2**
- VET 126 - Veterinary Diseases II **Credits: 2**
- VET 131 - Vet Lab Techniques I **Credits: 3**
- VET 133 - Vet Clinical Practice I **Credits: 3**
- VET 137 - Vet Office Practices **Credits: 2**
- VET 211 - Vet Lab Techniques II **Credits: 3**
- VET 212 - Vet Lab Techniques III **Credits: 3**
- VET 213 - Vet Clinical Practice II **Credits: 4**
- VET 214 - Vet Clinical Practice III **Credits: 4**
- VET 215 - Veterinary Pharmacology **Credits: 3**
- VET 217 - Large Animal Clin Pract **Credits: 3**
- VET 237 - Animal Nutrition **Credits: 3**
- WBL 112 - Work-Based Learning I **Credits: 2**

Medical Terminology (3 credits)

- Take 3 credits:
- VET 121 - Veterinary Medical Terminology **Credits: 3**

Other Major Requirements (7 credits)

Vet (4 credits)

- Take:
- VET 122 - Veterinary Zoology **Credits: 4**

WBL (1 credit)

- Take:
- WBL 115 - Work-Based Learning Seminar I **Credits: 1**

CIS (2 credits)

- Take:
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 76

Recommended Course Sequence

Fall Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- MAT 143 - Quantitative Literacy **Credits: 3**
- VET 110 - Animal Breeds and Husbandry **Credits: 3**
- VET 121 - Veterinary Medical Terminology **Credits: 3**
- VET 122 - Veterinary Zoology **Credits: 4**
Social/Behavioral Science Elective

Spring Semester I

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- VET 120 - Vet Anatomy & Physiology **Credits: 4**
- VET 123 - Veterinary Parasitology **Credits: 3**
Humanities/Fine Arts Elective

Summer I

- VET 125 - Veterinary Diseases I **Credits: 2**

- VET 131 - Vet Lab Techniques I **Credits: 3**
- VET 133 - Vet Clinical Practice I **Credits: 3**
- VET 237 - Animal Nutrition **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Fall Semester II

- VET 126 - Veterinary Diseases II **Credits: 3**
- VET 211 - Vet Lab Techniques II **Credits: 3**
- VET 213 - Vet Clinical Practice II **Credits: 4**
- VET 215 - Veterinary Pharmacology **Credits: 3**

Spring Semester II

- VET 137 - Vet Office Practices **Credits: 3**
- VET 212 - Vet Lab Techniques III **Credits: 3**
- VET 214 - Vet Clinical Practice III **Credits: 4**
- VET 217 - Large Animal Clin Pract **Credits: 3**

Summer II

- WBL 112 - Work-Based Learning I **Credits: 3**
- WBL 115 - Work-Based Learning Seminar I **Credits: 1**

Basic Law Enforcement Training Certificate (C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. This program utilizes state commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal investigation, juvenile laws, civil process, law enforcement driver training, ABC laws, motor vehicle laws, patrol techniques, court procedures, emergency responses, and ethics and community relations.

Students must successfully complete and pass all units of study to receive a certificate. Upon successful passage of the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission, students may seek job opportunities with state, county, and municipal governments, or with private enterprise in North Carolina.

Students who successfully complete the BLET Program can receive credit for CJC 120, CJC131 and CJC 221.

CJC 100 - Law Enforcement Training

Prerequisite: Approval of the BLET Director; Copy of reading placement test results, taken less than one year prior to the class starting date with a score indicating placement into course DRE 98 or above at a North Carolina Community College. A certified copy of High School transcript, GED, or Adult High School diploma

is required. (Diplomas earned through correspondence enrollment are not recognized toward the educational requirements by North Carolina Training and Standards.)

The following items are also required for admission to the BLET program:

- Must be at least 20 years of age
- Must have a valid North Carolina driver's license
- Must submit a Medical Examination Form completed by a North Carolina licensed physician
- Must provide a Certified Criminal History Check report
- Must be a citizen of the United States
- A sponsorship letter is recommended

This course is designed to provide the student with basic skills and basic knowledge necessary to perform those tasks essential to function in law enforcement. The course consists of 620 hours of instruction in the following topic areas:

Course Orientation	6
Physical Fitness Training	54
Ethics for Professional Law Enforcement	4
Arrest, Search & Seizure/Constitutional Law	28
Elements of Criminal Law	24
Communication Skills for Law Enforcement Officers	8
Law Enforcement Radio Procedures and Information Systems	8
Field Notetaking & Report Writing	12
Interviews: Field & In-Custody	16
Subject Control/Arrest Techniques	40
Juvenile Laws & Procedures	8
Fingerprinting & Photographing Arrestees	6
Responding to Victims & the Public	10
Firearms	48
Criminal Investigation	34
ABC Laws and Procedures	4
Motor Vehicle Law	20

Law Enforcement Driver Training	40
Crime Prevention Techniques	6
First Responder	32
Domestic Violence Response	12
Controlled Substances	12
Techniques of Traffic Law Enforcement	24
In-Custody Transportation	8
Traffic Crash Investigation	20
Explosives & Hazardous Material Emergencies	12
Individuals with Mental Illness or Developmental Disabilities	8
Crowd Management	12
Preparing for & Testifying In Court	12
Patrol Techniques	28
Sheriff's Responsibilities: Detention Duties	4
Sheriff's Responsibilities: Court Duties	6
Civil Process	24
Testing	16
Anti-Terrorism	4
Rapid Deployment	8
Human Trafficking	2

Total Hours: 620

Total Credits: 19

Cosmetology Certificate (C55140)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

**Successful completion of this certificate program will give the student 1,200 hours of cosmetology training and allow the student to sit for the North Carolina State Board of Cosmetic Arts Apprenticeship License Examination. Passing the North Carolina written and practical exam will qualify the student to pay for and receive an apprenticeship license. The student must then complete a 1,040 hour mentorship with a licensed cosmetologist in order to earn a full cosmetology license.

Major Requirements

Required

- COS 111 - Cosmetology Concepts I **Credits: 4**
- COS 112 - Salon I **Credits: 8**
- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**
- COS 115 - Cosmetology Concepts III **Credits: 4**
- COS 116 - Salon III **Credits: 4**

Other Major Requirements

(Take 2 credits)

- COS 223 - Contemp Hair Coloring **Credits: 2**
- COS 224 - Trichology & Chemistry **Credits: 2**
- COS 240 - Contemporary Design **Credits: 2**
- COS 260 - Design Applications **Credits: 2**

Total Credits: 34

Fall Semester I

- COS 111 - Cosmetology Concepts I **Credits: 4**
- COS 112 - Salon I **Credits: 8**

Spring Semester I

- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**
- Cosmetology Elective

Summer Semester I

- COS 115 - Cosmetology Concepts III **Credits: 4**

- COS 116 - Salon III **Credits: 4**

Cosmetology, Cosmetology Instructor Certificate (C55160)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

To enter program, student must be a licensed cosmetologist.

Major Requirements

- COS 271 - Instructor Concepts I **Credits: 5**
- COS 272 - Instructor Practicum I **Credits: 7**
- COS 273 - Instructor Concepts II **Credits: 5**
- COS 274 - Instructor Practicum II **Credits: 7**

Total Credits: 24

Because the State mandates a minimum number of contact hours for State Certification, this class may exceed the limits for a standard certificate class.

Fall Semester I

- COS 271 - Instructor Concepts I **Credits: 5**
- COS 272 - Instructor Practicum I **Credits: 7**

Spring Semester I

- COS 273 - Instructor Concepts II **Credits: 5**
- COS 274 - Instructor Practicum II **Credits: 7**

Criminal Justice Technology Certificate (C55180)

Major Requirements

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Other Major Requirements

Required

- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 141 - Corrections **Credits: 3**

Total Credits: 13

Fall Semester I

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 121 - Law Enforcement Operations **Credits: 3**

Spring Semester I

- CJC 141 - Corrections **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Criminal Justice Technology, Industrial Security Certificate (C55180S)

Major Requirements

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Other Major Requirements

Electives

- CJC 214 - Victimology **Credits: 3**
- CJC 225 - Crisis Intervention **Credits: 3**

Total Credits: 13

Fall Semester I

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 225 - Crisis Intervention **Credits: 3**

Spring Semester I

- CJC 214 - Victimology **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**

Criminal Justice Technology, Leadership Certificate (C55180L)

General Education Requirements

Communications

- ENG 111 - Writing and Inquiry **Credits: 3**

Humanities/Fine Arts Electives

- HUM 115 - Critical Thinking **Credits: 3**

Major Requirements

- CJC 212 - Ethics & Comm Relations **Credits: 3**

Other Major Requirements

Criminal Justice Technology Electives

- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- CJC 225 - Crisis Intervention **Credits: 3**
- CJC 240 - Law Enfor Mgt. & Supervis **Credits: 3**

Total Credits: 18

Fall Semester I

- BUS 253 - Leadership and Mgt Skills **Credits: 3**
- CJC 225 - Crisis Intervention **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**

Spring Semester I

- CJC 212 - Ethics & Comm Relations **Credits: 3**
- CJC 240 - Law Enfor Mgt. & Supervis **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Emergency Management Administration Certificate (C55460A)

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Major Requirements (9 credits)

- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 220 - Terrorism and Emer. Mgt. **Credits: 3**
- EPT 275 - Emergency Ops Center Mgt **Credits: 3**

Law and Ethics Elective (3 credits)

- EPT 124 - EM Services Law & Ethics **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- EPT 120 - Sociology of Disaster **Credits: 3**
- EPT 220 - Terrorism and Emer. Mgt. **Credits: 3**

Spring Semester I

- EPT 124 - EM Services Law & Ethics **Credits: 3**
- EPT 275 - Emergency Ops Center Mgt **Credits: 3**

Emergency Management Certificate (C55460)

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative

skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Required Courses (9 credits)

- EPT 130 - Mitigation & Preparedness **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**
- EPT 210 - Response & Recovery **Credits: 3**

Incident Management (3 credits)

- EPT 150 - Incident Management **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- EPT 130 - Mitigation & Preparedness **Credits: 3**
- EPT 140 - Emergency Management **Credits: 3**

Spring Semester I

- EPT 150 - Incident Management **Credits: 3**
- EPT 210 - Response & Recovery **Credits: 3**

Esthetics Technology Certificate (C55230)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Major Requirements

- COS 119 - Esthetics Concepts I **Credits: 2**
- COS 120 - Esthetics Salon I **Credits: 6**
- COS 125 - Esthetics Concepts II **Credits: 2**
- COS 126 - Esthetics Salon II **Credits: 6**

Total Credits: 16

Fall Semester I

- COS 119 - Esthetics Concepts I **Credits: 2**
- COS 120 - Esthetics Salon I **Credits: 6**

Spring Semester I

- COS 125 - Esthetics Concepts II **Credits: 2**
- COS 126 - Esthetics Salon II **Credits: 6**

Film and Video Production Technology Certificate (C30140)

Note: Limited classes are offered in this program. Please check with Public Services Department Chair or Student Development.

Major Requirements

- FVP 111 - Intro. to Film and Video **Credits: 3**
- FVP 114 - Camera & Lighting I **Credits: 3**
- FVP 115 - Camera & Lighting II **Credits: 3**
- FVP 116 - Sound Operations **Credits: 3**

Other Major Requirements

Required

- CIS 110 - Introduction to Computers **Credits: 3**
- FVP 220 - Editing I **Credits: 3**

Total Credits: 18

Fall Semester I

- CIS 110 -Introduction to Computers **Credits: 3**
- FVP111 -Intro. to Film and Video **Credits: 3**
- FVP114 -Camera & Lighting I **Credits: 3**

Spring Semester I

- FVP115 -Camera & Lighting II **Credits: 3**
- FVP116 -Sound Operations **Credits: 3**

Summer Semester I

- FVP220 -Editing I **Credits: 3**

Hospitality Management Certificate (C25110)

Major Requirements

Required

- CUL 110 - Sanitation & Safety **Credits: 2**
- HRM 110 -Intro to Hosp & Tourism **Credits: 3**
- HRM 140 - Legal Issues-Hospitality **Credits: 3**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**

Other Major Requirements

Electives

(Take 9 credits)

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- HRM 120 - Front Office Procedures **Credits: 3 and**
- HRM 120A - Front Office Procedures Lab **Credits: 1**
- HRM 124 - Guest Service Management **Credits: 3**
- HRM 130 - Bed and Breakfast Mgt. **Credits: 3**
- HRM 210 - Meetings & Event Planning **Credits: 3**
- HRM 215 - Restaurant Management **Credits: 3 and**
- HRM 215A - Restaurant Management Lab **Credits: 1**
- HRM 225 - Beverage Management **Credits: 3**

- HRM 230 - Club & Resort Management **Credits: 3**

Total Credits: 18

Fall Semester I

- HRM 110 - Intro to Hosp & Tourism **Credits: 3**
- HRM 124 - Guest Service Management **Credits: 3**
- 3 hours of elective

Spring Semester I

- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- 4 - 6 hours of elective

Paralegal Technology Civil Litigation Certificate (C25380C)

Major Requirements

- LEX 130 - Civil Injuries **Credits: 3**
- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements

- LEX 141 - Civil Litigation II **Credits: 3**

Total Credits: 18

Fall Semester I

- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**

Spring Semester I

- LEX 141 - Civil Litigation II **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Fall Semester II

- LEX 130 - Civil Injuries **Credits: 3**
- LEX 240 - Family Law **Credits: 3**

Paralegal Technology Real Property Certificate (C25380R)

Major Requirements

- LEX 150 - Commercial Law I **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements

- LEX 211 - Real Property II **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**

Total Credits: 18

Fall Semester I

- LEX 150 - Commercial Law I **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**

Spring Semester I

- LEX 211 - Real Property II **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Fall Semester II

- LEX 240 - Family Law **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**

Paralegal Technology, Elder Law Certificate (C25380E)

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.

Required Courses (9 credits)

- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements (3 credits)

- LEX 288 - Elder Law **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**

Spring Semester I

- LEX 250 - Wills, Estates, & Trusts **Credits: 3**
- LEX 288 - Elder Law **Credits: 3**

Cosmetology Diploma (D55140)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

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

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related business.

The listed courses, CFCC Cosmetology competencies, NC State Board Performances and a minimum of 1500 hours are required for graduation.

This curriculum complies with the standard approved by the State Board of Community Colleges.

General Education Requirements

Required

- ENG 101 - Applied Communications I **Credits: 3**
- ENG 102 - Applied Communications II **Credits: 3**

Major Requirements

Required

- COS 111 - Cosmetology Concepts I **Credits: 4**
- COS 112 - Salon I **Credits: 8**
- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**
- COS 115 - Cosmetology Concepts III **Credits: 4**
- COS 116 - Salon III **Credits: 4**

Electives

(Take 1 of 2 Groups)

Group 1

- COS 117 - Cosmetology Concepts IV **Credits: 2**
- COS 118 - Salon IV **Credits: 7**

Group 2

- COS 223 - Contemp Hair Coloring **Credits: 2**
- COS 224 - Trichology & Chemistry **Credits: 2**
- COS 240 - Contemporary Design **Credits: 2**
- COS 260 - Design Applications **Credits: 2**

Total Credits: 46/47

Semester I

- COS 111 -Cosmetology Concepts I **Credits: 4**
- COS 112 -Salon I **Credits: 8**
- ENG 101 -Applied Communications I **Credits: 3**

Semester II

- COS 113 -Cosmetology Concepts II **Credits: 4**
- COS 114 -Salon II **Credits: 8**
- ENG 102 -Applied Communications II **Credits: 3**

Semester III

- COS 115 -Cosmetology Concepts III **Credits: 4**
- COS 116 -Salon III **Credits: 4**

Semester IV

Group 1 (preferred)

- COS 117 -Cosmetology Concepts IV **Credits: 2**
- COS 118 -Salon IV **Credits: 7**

Or

Group 2

- COS 223 -Contemp Hair Coloring **Credits: 2**
- COS 224 -Trichology & Chemistry **Credits: 2**
- COS 240 -Contemporary Design **Credits: 2**
- COS 260 -Design Applications **Credits: 2**

Culinary Arts Diploma (D55150)

Students are responsible for purchasing their own uniforms and knife kit.

General Education Requirements

Communications

(Take 3 credits)

- COM 110 -Introduction to Communication **Credits: 3**
- COM 231 -Public Speaking **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 -General Anthropology **Credits: 3**
- ANT 220 -Cultural Anthropology **Credits: 3**
- ANT 240 -Archaeology **Credits: 3**
- ECO 151 -Survey of Economics **Credits: 3**
- ECO 251 -Prin of Microeconomics **Credits: 3**
- ECO 252 -Prin of Macroeconomics **Credits: 3**
- HIS 121 -Western Civilization I **Credits: 3**
- HIS 122 -Western Civilization II **Credits: 3**
- HIS 131 -American History I **Credits: 3**
- HIS 132 -American History II **Credits: 3**
- POL 110 -Intro Political Science **Credits: 3**
- POL 120 -American Government **Credits: 3**
- POL 130 -State & Local Government **Credits: 3**
- POL 210 -Compara tive Government **Credits: 3**
- POL 220 -International Relations **Credits: 3**
- PSY 118 -Interpersonal Psychology **Credits: 3**
- PSY 150 -General Psy chology **Credits: 3**
- PSY 241 -Dev elopmental Psych **Credits: 3**
- PSY 281 -Abnormal Psychology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**
- SOC 213 -Sociology of the Family **Credits: 3**
- SOC 220 -Social Problems **Credits: 3**
- SOC 230 -Race and Ethnic Relations **Credits: 3**
- SOC 240 -Social Psychology **Credits: 3**

Major Requirements

- CUL 110 -Sanitation & Safety **Credits: 2**
- CUL 140 -Culinary Skills I **Credits: 5**
- CUL 160 -Baking I **Credits: 3**
- CUL 170 -Garde Manger I **Credits: 3**
- CUL 240 -Culinary Skills II **Credits: 5**
- HRM 245 -Hum an Resource Mgmt-Hosp **Credits: 3**
- NUT 110 -Nutrition **Credits: 3**

Other Major Requirements

- CUL 110A -Sanitation & Safety Lab **Credits: 1**
- CUL 130 -Menu Design **Credits: 2**
- CUL 230 -Global Cuisines **Credits: 5**

Electives

(Take 1 of 2 Groups)

Group 1

- CUL 120 - Purchasing **Credits: 2**
- CUL 120A - Purchasing Lab **Credits: 1**

Group 2

- HRM 260 - Procurement for Hosp **Credits: 3**

Total Credits: 41

Fall Semester I

- CUL 110 - Sanitation & Safety **Credits: 2 and**
- CUL 110A - Sanitation & Safety Lab **Credits: 1**

- CUL 120 - Purchasing **Credits: 2 and**
- CUL 120A - Purchasing Lab **Credits: 1**

- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 160 - Baking I **Credits: 3**

Spring Semester I

- CUL 130 - Menu Design **Credits: 2**
- CUL 170 - Garde Manger I **Credits: 3**
- CUL 230 - Global Cuisines **Credits: 5**
- HRM 245 - Human Resource Mgmt-Hosp **Credits: 3**
- NUT 110 - Nutrition **Credits: 3**

Summer Semester I

- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 231 - Public Speaking **Credits: 3**

- Social/Behavioral Science Elective

Film and Video Production Technology Diploma (D30140)

Note: Limited classes are offered in this program. Please check with Public Services Department Chair or Student Development.

General Education Requirements

- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Major Requirements

- FVP111 - Intro. to Film and Video **Credits: 3**
- FVP112 - Art Dept Operations I **Credits: 3**
- FVP113 - Grip & Electrical I **Credits: 3**
- FVP114 - Camera & Lighting I **Credits: 3**
- FVP115 - Camera & Lighting II **Credits: 3**
- FVP116 - Sound Operations **Credits: 3**
- FVP120 - Art Dept. Operations II **Credits: 3**
- FVP212 - Production Techniques I **Credits: 5**
- FVP213 - Production Techniques II **Credits: 5**

Other Major Requirements

- CIS 110 - Introduction to Computers **Credits: 3**
- FVP220 - Editing I **Credits: 3**
- FVP250 - Production Specialties I **Credits: 3**

Total Credits: 41

Fall Semester I

- FVP111 - Intro. to Film and Video **Credits: 3**
- FVP112 - Art Dept Operations I **Credits: 3**
- FVP113 - Grip & Electrical I **Credits: 3**
- FVP114 - Camera & Lighting I **Credits: 3**

Spring Semester I

- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- FVP115 - Camera & Lighting II **Credits: 3**
- FVP116 - Sound Operations **Credits: 3**
- FVP120 - Art Dept. Operations II **Credits: 3**
- FVP250 - Production Specialties I **Credits: 3**

Summer Semester I

- FVP212 - Production Techniques I **Credits: 5**
- FVP220 - Editing I **Credits: 3**

Paralegal Technology Diploma (D25380)

General Education Requirements

- COM 231 - Public Speaking **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Major Requirements

- LEX 110 - Intro to Paralegal Study **Credits: 2**
- LEX 120 - Legal Research/Writing I **Credits: 3**
- LEX 130 - Civil Injuries **Credits: 3**
- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**

Other Major Requirements

- CJC 231 - Constitutional Law **Credits: 3**
- LEX 160 - Criminal Law & Procedure **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**

Total Credits: 38

Fall Semester I

- LEX 110 - Intro to Paralegal Study **Credits: 2**
- LEX 130 - Civil Injuries **Credits: 3**
- LEX 160 - Criminal Law & Procedure **Credits: 3**
- LEX 150 - Commercial Law I **Credits: 3**
- LEX 210 - Real Property I **Credits: 3**

Spring Semester I

- LEX 120 - Legal Research/Writing I **Credits: 3**
- LEX 140 - Civil Litigation I **Credits: 3**
- LEX 240 - Family Law **Credits: 3**
- LEX 250 - Wills, Estates, & Trusts **Credits: 3**
- LEX 260 - Bankruptcy and Collections **Credits: 3**

Fall Semester II

- CJC 231 - Constitutional Law **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Vocational Department

Automotive Systems Technology, A.A.S. (A60160)

The curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic coursework. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

General Education Requirements

Required Courses

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 130 - Myth in Human Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 220 - Human Values and Meaning **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 221 - Western Philosophy II **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 115 - Intro to Global History **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Major Requirements

Fund Transport Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Transport Skills

- TRN 120 - Basic Transp Electricity **Credits: 5**
- TRN 130 - Intro to Sustainable Transp **Credits: 3**

Specialized Transport Skills

- TRN 140 - Transp Climate Control **Credits: 2**
- TRN 145 - Adv Transp Electronics **Credits: 3**

Automotive Systems Technology

- AUT 116 - Engine Repair **Credits: 3**
- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**
- AUT 181 - Engine Performance 1 **Credits: 3**

Required Courses

- AUT 116A - Engine Repair Lab **Credits: 1**
- AUT 123 - Powertrain Diagn & Serv **Credits: 2**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- AUT 163 - Adv Auto Electricity **Credits: 3**
- AUT 163A - Adv Auto Electricity Lab **Credits: 1**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**
- AUT 212 - Auto Shop Management **Credits: 3**
- AUT 213 - Automotive Servicing 2 **Credits: 2**
- AUT 221 - Auto Transm/Transaxles **Credits: 3**
- AUT 221A - Auto Transm/Transax Lab **Credits: 1**
- AUT 231 - Man Trans/Axles/Drtrains **Credits: 3**
- AUT 281 - Adv Engine Performance **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Total Credits: 71

Fall Semester I

- AUT 151 - Brake Systems **Credits: 3 and**
- AUT 151A - Brakes Systems Lab **Credits: 1**

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**
- Communications Elective

Spring Semester I

- AUT 123 - Powertrain Diagn & Serv **Credits: 2**
- AUT 141 - Suspension & Steering Sys **Credits: 3 and**
- AUT 141A - Suspension & Steering Lab **Credits: 1**

- AUT 163 - Adv Auto Electricity **Credits: 3 and**
- AUT 163A - Adv Auto Electricity Lab **Credits: 1**

- CIS 111 - Basic PC Literacy **Credits: 2**
Social/Behavioral Sciences Elective

Summer Semester I

- AUT 181 - Engine Performance 1 **Credits: 3 and**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**

- AUT 212 - Auto Shop Management **Credits: 3**

- TRN 140 - Transp Climate Control **Credits: 2 and**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

- Humanities/Fine Art Elective

Fall Semester II

- AUT 116 - Engine Repair **Credits: 3 and**
- AUT 116A - Engine Repair Lab **Credits: 1**

- AUT 281 - Adv Engine Performance **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- TRN 145 - Adv Transp Electronics **Credits: 3**

Spring Semester II

- AUT 213 - Automotive Servicing 2 **Credits: 2**

- AUT 221 - Auto Transm/Transaxles **Credits: 3 and**
- AUT 221A - Auto Transm/Transax Lab **Credits: 1**

- AUT 231 - Man Trans/Axles/Drtrains **Credits: 3 and**
- ENG 111 - Writing and Inquiry **Credits: 3**
- TRN 130 - Intro to Sustainable Transp **Credits: 3**

Construction Management Technology, A.A.S. (A35190)

This curriculum is designed to prepare individuals for careers in the construction management field. Such positions may include project manager, superintendent, estimator, or foreman.

Course work includes safety, planning, scheduling, cost control, productivity, human relations, estimating, and building codes. Students will also gain proficiency in specific construction related skills.

Graduates should qualify for entry-level positions in the field of construction management.

General Education Requirements (15 credits)

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Math

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 230 - Leadership Development **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**

- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- Take 3 credits:
- ANT 210 - General Anthropology **Credits: 3**
 - ANT 220 - Cultural Anthropology **Credits: 3**
 - ANT 240 - Archaeology **Credits: 3**
 - ECO 151 - Survey of Economics **Credits: 3**
 - ECO 251 - Prin of Microeconomics **Credits: 3**
 - ECO 252 - Prin of Macroeconomics **Credits: 3**
 - HIS 115 - Intro to Global History **Credits: 3**
 - HIS 121 - Western Civilization I **Credits: 3**
 - HIS 122 - Western Civilization II **Credits: 3**
 - HIS 131 - American History I **Credits: 3**
 - HIS 132 - American History II **Credits: 3**
 - POL 110 - Intro Political Science **Credits: 3**
 - POL 120 - American Government **Credits: 3**
 - POL 130 - State & Local Government **Credits: 3**
 - POL 210 - Comparative Government **Credits: 3**
 - POL 220 - International Relations **Credits: 3**
 - PSY 118 - Interpersonal Psychology **Credits: 3**
 - PSY 150 - General Psychology **Credits: 3**
 - PSY 241 - Developmental Psych **Credits: 3**
 - PSY 281 - Abnormal Psychology **Credits: 3**
 - SOC 210 - Introduction to Sociology **Credits: 3**
 - SOC 213 - Sociology of the Family **Credits: 3**
 - SOC 220 - Social Problems **Credits: 3**
 - SOC 230 - Race and Ethnic Relations **Credits: 3**
 - SOC 240 - Social Psychology **Credits: 3**

Communications Electives

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Major Requirements (28 credits)

Technical Core

- BPR 130 - Print Reading-Construction **Credits: 3**
- CMT 120 - Codes and Inspections **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Construction Mgmt Tech

- Take:
- ACC 120 - Prin of Financial Accounting **Credits: 4**
 - CMT 112 - Construction Mgt I **Credits: 6**
 - CMT 210 - Construction Management Fund **Credits: 3**
 - CMT 212 - Total Safety Performance **Credits: 3**

Other Major Requirements (23 credits)

Required

- ARC 225 - Architectural BIM I **Credits: 2**
- ARC 225A - Architectural BIM I Lab **Credits: 1**
- CIS 110 - Introduction to Computers **Credits: 3**
- CMT 214 - Planning and Scheduling **Credits: 3**
- CST 111 - Construction I **Credits: 4**
- CST 112 - Construction II **Credits: 4**
- CST 238 - Weatherization **Credits: 3**

Required Management Course

- BUS 240 - Business Ethics **Credits: 3**
- CMT 218 - Human Relations Issues **Credits: 3**

Total Credits: 66

Fall Semester I

- BPR 130 - Print Reading-Construction **Credits: 3**
- CST 111 - Construction I **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Spring Semester I

- CST 112 - Construction II **Credits: 4**
- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**
- Humanities/Fine Arts Elective

Summer Semester I

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ARC 225 - Architectural BIM I **Credits: 2**
- ARC 225A - Architectural BIM I Lab **Credits: 1**
- CIS 110 - Introduction to Computers **Credits: 3**
- CMT 120 - Codes and Inspections **Credits: 3**

Fall Semester II

- CMT 214 - Planning and Scheduling **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- Construction Management Elective

Spring Semester II

- CMT 112 - Construction Mgt I **Credits: 6**
- CST 238 - Weatherization **Credits: 3**
- Communications Elective
- Social/Behavioral Science Elective

Diesel and Heavy Equipment Technology, A.A.S. (A60460)

This curriculum provides training for individuals interested in becoming technicians who service and maintain the propulsion systems of boats and other types of marine and industrial equipment.

The course work includes the maintenance and repair procedures of mechanical, electrical, hydraulics equipment used on marine systems. Students will inspect and test equipment to determine the cause of faulty operation, and then repair and replace defective parts.

Graduates of the curriculum should qualify as marine technicians which may be employed in marinas, shipyards, industrial and trucking industries.

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**

English Composition

- ENG 114 - Prof Research & Reporting **Credits: 3**

Mathematics

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Humanities/Fine Arts Elective

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 130 - Myth in Human Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 220 - Human Values and Meaning **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 221 - Western Philosophy II **Credits: 3**

- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Elective

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 115 - Intro to Global History **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

Fundamental Trans Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**
- HET 134 - Diesel Fuel & Power Sys **Credits: 3**

Intermediate Trans Skills

- TRN 120 - Basic Transp Electricity **Credits: 5**

Specialized Trans Skills

- TRN 140 - Transp Climate Control **Credits: 2**

Diesel and Heavy Equipment

- HET 110 - Diesel Engines **Credits: 6**
- HET 114 - Power Trains **Credits: 5**
- HET 125 - Preventive Maintenance **Credits: 2**
- MRN 121 - Marine Engines **Credits: 4**
- MRN 147 - Marine Power Trains **Credits: 4**
- MRN 150 - Adv Marine Electrical Sys **Credits: 5**

Other Major Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**
- HET 115 - Electronic Engines **Credits: 3**
- HET 128 - Medium/Heavy Duty Tune Up **Credits: 2**
- HET 229 - Brakes and Steering **Credits: 2**
- HET 230 - Air Brakes **Credits: 2**
- HYD 112 - Hydraulics-Med/Heavy Duty **Credits: 2**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**

Total Credits: 70

Fall Semester I

- HET 125 - Preventive Maintenance **Credits: 2**
- HET 134 - Diesel Fuel & Power Sys **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**

Summer Semester I

- HET 115 - Electronic Engines **Credits: 3**
- MRN 147 - Marine Power Trains **Credits: 4**
- WLD 112 - Basic Welding Processes **Credits: 2**

Fall Semester II

- HET 114 - Power Trains **Credits: 5**
- HET 229 - Brakes and Steering **Credits: 2**
- HET 230 - Air Brakes **Credits: 2**
- HYD 112 - Hydraulics-Med/Heavy Duty **Credits: 2**
- Humanities/Fine Arts Elective

Spring Semester II

- HET 128 - Medium/Heavy Duty Tune Up **Credits: 2**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MRN 150 - Adv Marine Electrical Sys **Credits: 5**
- TRN 140 - Transp Climate Control **Credits: 2 and**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**
- Social/Behavioral Science Elective

Electrical Systems Technology, A.A.S. (A35130)

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

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

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

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

English Composition

- ENG 114 - Prof Research & Reporting **Credits: 3**

Math

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 130 - Myth in Human Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 220 - Human Values and Meaning **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 221 - Western Philosophy II **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**

- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

Required

- ELC 113 - Residential Wiring **Credits: 4**

Motor Controls

- ELC 117 - Motors and Controls **Credits: 4**

DC/AC

- ELC 112 - DC/AC Electricity **Credits: 5**

Automated Controls

- ELC 128 - Intro to PLC **Credits: 3**

Concentration Requirements

- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 118 - National Electrical Code **Credits: 2**
- ELC 220 - Photovoltaic Sys Tech **Credits: 3**
- ELC 221 - Adv PV Sys Designs **Credits: 3**

Other Major Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 119 - NEC Calculations **Credits: 2**
- ELC 121 - Electrical Estimating **Credits: 2**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ELC 213 - Instrumentation **Credits: 4**
- ELC 228 - PLC Applications **Credits: 4**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- ISC 112 - Industrial Safety **Credits: 2**

Total Credits: 71

Fall Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 113 - Residential Wiring **Credits: 4**
- ISC 112 - Industrial Safety **Credits: 2**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 117 - Motors and Controls **Credits: 4**
- ELC 118 - National Electrical Code **Credits: 2**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer Semester I

- ALT 120 - Renewable Energy Tech **Credits: 3**

- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 119 - NEC Calculations **Credits: 2**

Fall Semester II

- ELC 121 - Electrical Estimating **Credits: 2**
- ELC 128 - Intro to PLC **Credits: 3**
- ELC 220 - Photovoltaic Sys Tech **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- Humanities/Fine Arts Elective

Spring Semester II

- ELC 213 - Instrumentation **Credits: 4**
- ELC 221 - Adv PV Sys Designs **Credits: 3**
- ELC 228 - PLC Applications **Credits: 4**
- Social/Behavioral Science Elective

Industrial Systems Technology, A.A.S. (A50240)

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

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

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

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**

- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 130 - Myth in Human Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 220 - Human Values and Meaning **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 221 - Western Philosophy II **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

Required

- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MNT 110 - Intro to Maint Procedures **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**

Electricity

- ELC 111 - Intro to Electricity **Credits: 3**

Blueprints and Diagrams

- BPR 111 - Print Reading **Credits: 2**

Metalworking and Fabricating

- MNT 131 - Metalworking Processes **Credits: 3**

Safety

- ISC 112 - Industrial Safety **Credits: 2**

Concentration Requirements

- ELC 117 - Motors and Controls **Credits: 4**
- MEC 130 - Mechanisms **Credits: 3**
- MNT 111 - Maintenance Practices **Credits: 3**
- MNT 220 - Rigging and Moving **Credits: 2**

Other Major Requirements

- AHR 120 - HVACR Maintenance **Credits: 2**
- BPR 121 - Blueprint Reading-Mech **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 113 - Residential Wiring **Credits: 4**
- ELC 114 - Commercial Wiring **Credits: 4**
- MNT 230 - Pumps & Piping Systems **Credits: 2**
- PLU 111 - Intro to Basic Plumbing **Credits: 2**

Total Credits: 69

Fall Semester I

- BPR 111 - Print Reading **Credits: 2**
- ELC 111 - Intro to Electricity **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MNT 110 - Intro to Maint Procedures **Credits: 2**
- MNT 131 - Metalworking Processes **Credits: 3**
- PLU 111 - Intro to Basic Plumbing **Credits: 2**

Spring Semester I

- BPR 121 - Blueprint Reading-Mech **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- ISC 112 - Industrial Safety **Credits: 2**
- MEC 130 - Mechanisms **Credits: 3**
- MNT 111 - Maintenance Practices **Credits: 3**

Summer Semester I

- AHR 120 - HVACR Maintenance **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**

- MNT 220 - Rigging and Moving **Credits: 2**
- MNT 230 - Pumps & Piping Systems **Credits: 2**

Fall Semester II

- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 113 - Residential Wiring **Credits: 4**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- Social/Behavioral Science Elective

Spring Semester II

- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 117 - Motors and Controls **Credits: 4**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**
- Humanities/Fine Arts Elective

Landscape Gardening and Horticultural Science

A.A.S. (A15260)

Landscape Gardening curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Landscape Gardening: A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

General Education Requirements (15 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 130 - Myth in Human Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 220 - Human Values and Meaning **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 221 - Western Philosophy II **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- ANT 210 -General Anthropology **Credits: 3**
- ANT 220 -Cultural Anthropology **Credits: 3**
- ANT 240 -Archaeology **Credits: 3**
- ECO 151 -Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 115 -Intro to Global History **Credits: 3**
- HIS 121 -Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 -American History I **Credits: 3**
- HIS 132 -American History II **Credits: 3**
- POL 110 -Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

Plant Identification

- HOR 160 - Plant Materials I **Credits: 3**

Pest Management

- HOR 164 - Hort Pest Management **Credits: 3**

Design

- HOR 112 - Landscape Design I **Credits: 3**

Landscape Gardening

- HOR 114 - Landscape Construction **Credits: 3**
- HOR 134 - Greenhouse Operations **Credits: 3**
- LSG 121 - Fall Gardening Lab **Credits: 2**
- LSG 122 - Spring Gardening Lab **Credits: 2**
- LSG 123 - Summer Gardening Lab **Credits: 2**
- WBL 111G - Work-Based Learning I **Credits: 1**

Soil Science

- HOR 166 - Soils & Fertilizers **Credits: 3**

Other Major Requirements

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- HOR 118 - Equipment Op & Maint **Credits: 2**
- HOR 124 - Nursery Operations **Credits: 3**
- HOR 161 - Plant Materials II **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- HOR 168 - Plant Propagation **Credits: 3**
- HOR 213 - Landscape Design II **Credits: 3**
- LSG 232 - Garden Management **Credits: 2**
- TRF 110 - Intro Turfgrass Cult & ID **Credits: 4**

Total Credits: 66

Fall Semester I

- LSG 121 - Fall Gardening Lab **Credits: 2**
- HOR 114 - Landscape Construction **Credits: 3**
- HOR 160 - Plant Materials I **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring Semester I

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- HOR 118 - Equipment Op & Maint **Credits: 2**
- HOR 161 - Plant Materials II **Credits: 3**
- HOR 166 - Soils & Fertilizers **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Summer Semester I

- LSG 123 - Summer Gardening Lab **Credits: 2**
- TRF 110 - Intro Turfgrass Cult & ID **Credits: 4**

- WBL 111G - Work-Based Learning I **Credits: 1**

Fall Semester II

- ENG 114 - Prof Research & Reporting **Credits: 3**
- HOR 112 - Landscape Design I **Credits: 3**
- HOR 124 - Nursery Operations **Credits: 3**
- HOR 168 - Plant Propagation **Credits: 3**
- Humanities/Fine Arts Elective

Spring Semester II

- HOR 134 - Greenhouse Operations **Credits: 3**
- HOR 164 - Hort Pest Management **Credits: 3**
- HOR 213 - Landscape Design II **Credits: 3**
- LSG 122 - Spring Gardening Lab **Credits: 2**
- LSG 232 - Garden Management **Credits: 2**

Sustainability Technologies, A.A.S. (A40370)

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors.

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**

- ART 131 - Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 233 - Major American Writers **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 130 - Myth in Human Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 220 - Human Values and Meaning **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 221 - Western Philosophy II **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Sciences Electives

(Take 3 credits)

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**

- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 110 - Intro Political Science **Credits: 3**
- POL 130 - State & Local Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Major Requirements

- ENV 110 - Environmental Science **Credits: 3**
- SST 110 - Intro to Sustainability **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**
- SST 210 - Issues in Sustainability **Credits: 3**

Concentration Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ALT 250 - Thermal Systems **Credits: 3**
- ELC 220 - Photovoltaic Sys Tech **Credits: 3**
- SST 130 - Modeling Renewable Energy **Credits: 3**

Other Major Requirements

- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**
- CST 111 - Construction I **Credits: 4**
- CST 150 - Building Science **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- ELC 230 - Wind & Hydro Power Sys **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**
- SST 250 - Sustain Capstone Project **Credits: 3**

Sustainability Technologies Electives

(Take 6 credits)

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 211 - Residential System Design **Credits: 3**

- BIO 140 - Environmental Biology **Credits: 3 and**
- BIO 140A - Environmental Biology Lab **Credits: 1**

- BPR 130 - Print Reading-Construction **Credits: 3**
- BUS 121 - Business Math **Credits: 3**
- BUS 230 - Small Business Management **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- CMT 120 - Codes and Inspections **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**
- DFT 151 - CAD I **Credits: 3**
- ELC 113 - Residential Wiring **Credits: 4**
- ELC 117 - Motors and Controls **Credits: 4**
- ELC 221 - Adv PV Sys Designs **Credits: 3**
- ENV 226 - Environmental Law **Credits: 3**
- HOR 160 - Plant Materials I **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**
- PLU 111 - Intro to Basic Plumbing **Credits: 2**
- WBL 111S - Work-Based Learning I **Credits: 1**
- WBL 121S - Work-Based Learning II **Credits: 1**

Total Credit Hours: 73

Fall Semester I

- CST 111 - Construction I **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- SST 110 - Intro to Sustainability **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**
- Humanities/Fine Arts Elective

Spring Semester I

- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**
- CST 150 - Building Science **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**

Summer Semester I

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**
- ENV 110 - Environmental Science **Credits: 3**
- SST 130 - Modeling Renewable Energy **Credits: 3**

Fall Semester II

- CST 238 - Weatherization **Credits: 3**
- ELC 220 - Photovoltaic Sys Tech **Credits: 3**
- ELC 230 - Wind & Hydro Power Sys **Credits: 3**
- ENV 226 - Environmental Law **Credits: 3**
- SST 210 - Issues in Sustainability **Credits: 3**
- Sustainability Technologies Elective

Spring Semester II

- ALT 250 - Thermal Systems **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- SST 250 - Sustain Capstone Project **Credits: 3**
- Sustainability Technologies Elective
- Social/Behavioral Sciences Elective

Air Conditioning, Heating, and Refrigeration Technology Certificate (C35100)

(EVENINGS)

Major Requirements

Core

- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 114 - Heat Pump Technology **Credits: 4**

Electricity

- AHR 111 - HVAC Electricity **Credits: 3**

Total Credits: 12

Fall Semester I

- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 111 - HVAC Electricity **Credits: 3**

Spring Semester I

- AHR 114 - Heat Pump Technology **Credits: 4**

Automotive Customizing Technology Certificate (C60190)

Major Requirements

Core

- TRN 110 - Intro to Transport Tech **Credits: 2**

Other Major Requirements

- AUC 114 - Custom Fiberglass Skills **Credits: 4**
- AUC 115 - Glass Customizing Methods **Credits: 4**
- AUC 117 - Custom Airbrushing **Credits: 4**

Total Credits: 14

Fall Semester I

- AUC 114 - Custom Fiberglass Skills **Credits: 4**
- AUC 115 - Glass Customizing Methods **Credits: 4**
- AUC 117 - Custom Airbrushing **Credits: 4**
- TRN 110 - Intro to Transport Tech **Credits: 2**

Spring Semester I

- AUC 114 - Custom Fiberglass Skills **Credits: 4**
- AUC 115 - Glass Customizing Methods **Credits: 4**
- AUC 117 - Custom Airbrushing **Credits: 4**
- TRN 110 - Intro to Transport Tech **Credits: 2**

Automotive Systems Technology Certificate (C60160A)

Major Requirements

Fundamental Transport Skills

- TRN 110 -Intro to Transport Tech **Credits: 2**

Specialized Transport Skills

- TRN 140 -Transp Climate Control **Credits: 2**

Automotive Systems Technology

- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**

Required Courses

- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- CIS 111 - Basic PC Literacy **Credits: 2**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Total Credits: 16

Fall Semester I

- AUT 151 - Brake Systems **Credits: 3 and**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- TRN 110 - Intro to Transport Tech **Credits: 2**

Spring Semester I

- AUT 141 - Suspension & Steering Sys **Credits: 3 and**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- CIS 111 - Basic PC Literacy **Credits: 2**

Summer Semester I

- TRN 140 - Transp Climate Control **Credits: 2 and**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Carpentry Certificate (C35180)

Major Requirements

Required

- BPR 130 - Print Reading-Construction **Credits: 3**

Carpentry

- CAR 111 - Carpentry I **Credits: 8**

Other Major Requirements

- CMT 120 - Codes and Inspections **Credits: 3**

Total Credits: 14

Fall Semester I

- BPR 130 - Print Reading-Construction **Credits: 3**
- CAR 111 - Carpentry I **Credits: 8**
- CMT 120 - Codes and Inspections **Credits: 3**

Collision Repair and Refinishing Technology Certificate (C60130)

Major Requirements

Fundamental Trans Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Trans Skills

- TRN 180 - Basic Welding for Transp **Credits: 3**

Required

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUB 121 - Non-Structural Damage I **Credits: 3**

Total Credits: 12

Day

Fall Semester I

- AUB 111 - Painting & Refinishing I **Credits: 4**

- AUB 121 - Non-Structural Damage I **Credits: 3**

Spring Semester I

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 180 - Basic Welding for Transp **Credits: 3**

Evening

Fall Semester I

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 180 - Basic Welding for Transp **Credits: 3**

Spring Semester I

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUB 121 - Non-Structural Damage I **Credits: 3**

Construction Management Technology, Project Management Certificate (C35190A)

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Major Requirements (6 credits)

Required Courses

- CMT 120 - Codes and Inspections **Credits: 3**

Construction Management Technology

- CMT 210 - Construction Management Fund **Credits: 3**

Other Major Requirements (6 credits)

Required Courses

- CMT 218 - Human Relations Issues **Credits: 3**

Electives

- BUS 240 - Business Ethics **Credits: 3**

Total Credits: 12

Recommended Course Sequence

Fall Semester I

- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 218 - Human Relations Issues **Credits: 3**

Spring Semester I

- BUS 240 - Business Ethics **Credits: 3**
- CMT 120 - Codes and Inspections **Credits: 3**

Construction Management Technology Certificate (C35190)

Major Requirements

Technical Core

- BPR 130 - Print Reading-Construction **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**

Construction Mgmt Tech

- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**

Other Major Requirements

Required

- CMT 214 - Planning and Scheduling **Credits: 3**

Total Credits: 15

Fall Semester I

- BPR 130 - Print Reading-Construction **Credits: 3**

Spring Semester I

- CMT 210 - Construction Management Fund **Credits: 3**
- CMT 212 - Total Safety Performance **Credits: 3**

Fall Semester II

- CMT 214 - Planning and Scheduling **Credits: 3**
- CST 241 - Planning/Estimating I **Credits: 3**

Diesel and Heavy Equipment Technology Certificate (C60460)

Requirements

Fundamental Trans Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Trans Skills

- TRN 120 - Basic Transp Electricity **Credits: 5**

Diesel and Heavy Equipment

- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**

Total Credits: 17

Fall Semester I

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**

Spring Semester I

- HET 110 - Diesel Engines **Credits: 6**
- MRN 121 - Marine Engines **Credits: 4**

Electrical Systems Technology Certificate (C35130)

Major Requirements

Required

- ELC 113 - Residential Wiring **Credits: 4**

Motor Controls

- ELC 117 - Motors and Controls **Credits: 4**

DC/AC

- ELC 112 - DC/AC Electricity **Credits: 5**

Other Major Requirements

- ISC 112 - Industrial Safety **Credits: 2**

Total Credits: 15

Fall Semester I

- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 113 - Residential Wiring **Credits: 4**
- ISC 112 - Industrial Safety **Credits: 2**

Spring Semester I

- ELC 117 - Motors and Controls **Credits: 4**

Industrial Systems Technology Certificate (C50240)

Major Requirements

Required

- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MNT 110 - Intro to Maint Procedures **Credits: 2**

Metalworking and Fabricating

- MNT 131 - Metalworking Processes **Credits: 3**

Concentration Requirements

- MEC 130 - Mechanisms **Credits: 3**
- MNT 111 - Maintenance Practices **Credits: 3**

Total Credits: 14

Fall Semester I

- MNT 110 - Intro to Maint Procedures **Credits: 3**
- MNT 131 - Metalworking Processes **Credits: 3**

Spring Semester I

- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MEC 130 - Mechanisms **Credits: 3**
- MNT 111 - Maintenance Practices **Credits: 3**

Landscape Design Certificate (C15260LD)

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Major Requirements (18 credits)

- HOR 112 - Landscape Design I **Credits: 3**
- HOR 114 - Landscape Construction **Credits: 3**
- HOR 160 - Plant Materials I **Credits: 3**
- HOR 161 - Plant Materials II **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- HOR 213 - Landscape Design II **Credits: 3**

Total Credits: 18

Recommended Course Sequence

Fall Semester I

- HOR 112 - Landscape Design I **Credits: 3**
- HOR 114 - Landscape Construction **Credits: 3**
- HOR 160 - Plant Materials I **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**

Spring Semester I

- HOR 161 - Plant Materials II **Credits: 3**
- HOR 213 - Landscape Design II **Credits: 3**

Landscape Gardening Certificate (C15260)

Major Requirements

Plant Identification

- HOR 160 - Plant Materials I **Credits: 3**

Pest Management

- HOR 164 - Hort Pest Management **Credits: 3**

Horticulture Technology

- HOR 162 - Applied Plant Science **Credits: 3**

Landscape Gardening

- LSG 121 - Fall Gardening Lab **Credits: 2**

Other Major Requirements

- TRF 110 - Intro Turfgrass Cult & ID **Credits: 4**

Total Credits: 15

Fall Semester I

- HOR 160 - Plant Materials I **Credits: 3**

- LSG 121 - Fall Gardening Lab **Credits: 2**
- HOR 162 - Applied Plant Science **Credits: 3**

Spring Semester I

- HOR 164 - Hort Pest Management **Credits: 3**

Summer Semester I

- TRF 110 - Intro Turfgrass Cult & ID **Credits: 4**

Landscape Gardening Horticulture Production Certificate (C15260HP)

A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

Required Courses (15 credits)

- HOR 124 - Nursery Operations **Credits: 3**
- HOR 134 - Greenhouse Operations **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- HOR 164 - Hort Pest Management **Credits: 3**
- HOR 168 - Plant Propagation **Credits: 3**

Total Credits: 15

Recommended Course Sequence

Fall Semester I

- HOR 124 - Nursery Operations **Credits: 3**
- HOR 162 - Applied Plant Science **Credits: 3**
- HOR 168 - Plant Propagation **Credits: 3**

Spring Semester I

- HOR 134 - Greenhouse Operations **Credits: 3**
- HOR 164 - Hort Pest Management **Credits: 3**

Landscape Gardening, Retention Pond Management Certificate (C15260R)

The Retention Pond Management Certificate Program provides a heavy concentration of hands-on retention pond management experience using retention ponds at the CFCC North Campus. Students will learn how to select aquatic and wetland plants for use around a retention pond including planting, fertilization and pruning. Students will also learn the basics of aquatic and wetland weed management and pest control and will receive the North Carolina Commercial Aquatic Pest Control license and the Commercial Pesticide Ground Applicators license.

Major Requirements

Plant Identification

- HOR 160 - Plant Materials I **Credits: 3**

Pest Management

- HOR 164 - Hort Pest Management **Credits: 3**

Horticulture Technology

- HOR 162 - Applied Plant Science **Credits: 3**

Landscape Gardening

- LSG 121 - Fall Gardening Lab **Credits: 2**
- LSG 122 - Spring Gardening Lab **Credits: 2**

Total Credits: 13

Fall Semester I

- HOR 160 - Plant Materials I **Credits: 3**
- LSG 121 - Fall Gardening Lab **Credits: 2**
- HOR 162 - Applied Plant Science **Credits: 3**

Spring Semester I

- HOR 164 - Hort Pest Management **Credits: 3**
- LSG 122 - Spring Gardening Lab **Credits: 2**

Landscape Gardening, Sustainable Gardening Certificate (C15260S)

The Retention Pond Management Certificate Program provides a heavy concentration of hands-on retention pond management experience using retention ponds at the CFCC North Campus. Students will learn how to select aquatic and wetland plants for use around a retention pond including planting, fertilization and pruning. Students will also learn the basics of aquatic and wetland weed management and pest control and will receive the North Carolina Commercial Aquatic Pest Control license and the Commercial Pesticide Ground Applicators license.

Major Requirements

Plant Identification

- HOR 160 - Plant Materials I **Credits: 3**

Horticulture Technology

- HOR 162 - Applied Plant Science **Credits: 3**

Landscape Gardening

- HOR 134 - Greenhouse Operations **Credits: 3**
- LSG 121 - Fall Gardening Lab **Credits: 2**

Other Major Requirements

- AGR 139 - Intro to Sustainable Ag **Credits: 3**

Total Credits: 14

Fall Semester I

- HOR 134 - Greenhouse Operations **Credits: 3**
- LSG 121 - Fall Gardening Lab **Credits: 2**
- HOR 162 - Applied Plant Science **Credits: 3**

Spring Semester I

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- HOR 164 - Hort Pest Management **Credits: 3**

Plumbing Certificate (C35300)

Major Requirements

Required

- PLU 110 - Modern Plumbing **Credits: 9**

Technical Core

- BPR 130 - Print Reading-Construction **Credits: 3**

Other Major Requirements

- PLU 140 - Intro to Plumbing Codes **Credits: 2**
- PLU 150 - Plumbing Diagrams **Credits: 2**

Total Credits: 16

Fall Semester I

- PLU 110 - Modern Plumbing **Credits: 9**
- BPR 130 - Print Reading-Construction **Credits: 3**

Spring Semester I

- PLU 140 - Intro to Plumbing Codes **Credits: 2**
- PLU 150 - Plumbing Diagrams **Credits: 2**

Sustainability Technologies Certificate (C40370)

Major Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ENV 110 - Environmental Science **Credits: 3**
- SST 110 - Intro to Sustainability **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**

Other Major Requirements

- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Total Credits: 15

Fall Semester I

- SST 110 - Intro to Sustainability **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Spring Semester I

- SST 120 - Energy Use Analysis **Credits: 3**

Summer Semester I

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ENV 110 - Environmental Science **Credits: 3**

Sustainability Technologies, Renewable Energy Technology Certificate (C40370R)

Major Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ALT 250 - Thermal Systems **Credits: 3**
- ELC 220 - Photovoltaic Sys Tech **Credits: 3**

Other Major Requirements

- ELC 111 - Intro to Electricity **Credits: 3**
- ELC 230 - Wind & Hydro Power Sys **Credits: 3**

Total Credits: 15

Fall Semester I

- ELC 220 - Photovoltaic Sys Tech **Credits: 3**
- ELC 230 - Wind & Hydro Power Sys **Credits: 3**

Spring Semester I

- ALT 250 - Thermal Systems **Credits: 3**

Summer Semester I

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ELC 111 - Intro to Electricity **Credits: 3**

Sustainability Technologies, Sustainable Building Technology Certificate (C40370S)

Major Requirements

- SST 110 - Intro to Sustainability **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**
- SST 130 - Modeling Renewable Energy **Credits: 3**

Other Major Requirements

- SST 140 - Green Bldg & Design Concepts **Credits: 3**
- CST 150 - Building Science **Credits: 3**

Total Credits: 15

Fall Semester I

- SST 110 - Intro to Sustainability **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Spring Semester I

- CST 150 - Building Science **Credits: 3**
- SST 120 - Energy Use Analysis **Credits: 3**

Summer Semester I

- SST 130 - Modeling Renewable Energy **Credits: 3**

Truck Driver Training Certificate (C60300)

The Truck Driver Training curriculum prepares individuals to drive tractor trailer rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License and employable by commercial trucking firms. They may also become owner-operators and work as private contract haulers.

Major Requirements

- TRP 100 - Truck Driver Training **Credits: 12**

Total Credits: 12

Welding Technology, GTAW/GMAW Certificate (C50420F)

Major Requirements

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**

Major Requirements

- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**

Total Credits: 13

Fall Semester I

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**

Spring Semester I

- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**

Welding Technology, SMAW/GTAW Certificate (C50420)

Major Requirements

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**

Major Requirements

- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**

Total Credits: 15

Fall Semester I

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**

Spring Semester I

- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**

Air Conditioning, Heating, and Refrigeration Technology Diploma (D35100)

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.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Core

- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 112 - Heating Technology **Credits: 4**
- AHR 113 - Comfort Cooling **Credits: 4**
- AHR 114 - Heat Pump Technology **Credits: 4**

Electricity

- AHR 111 - HVACR Electricity **Credits: 3**

System Design

- AHR 211 - Residential System Design **Credits: 3**

Other Major Requirements

- AHR 115 - Refrigeration Systems **Credits: 2**
- AHR 130 - HVAC Controls **Credits: 3**
- AHR 133 - HVAC Servicing **Credits: 4**
- AHR 140 - All-Weather Systems **Credits: 2**
- AHR 210 - Residential Building Code **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 44

Fall Semester I

- AHR 110 - Intro to Refrigeration **Credits: 5**
- AHR 111 - HVAC Electricity **Credits: 3**
- AHR 112 - Heating Technology **Credits: 4**
- AHR 210 - Residential Building Code **Credits: 2**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Spring Semester I

- AHR 113 - Comfort Cooling **Credits: 4**
- AHR 114 - Heat Pump Technology **Credits: 4**
- AHR 133 - HVAC Servicing **Credits: 4**
- AHR 211 - Residential System Design **Credits: 3**
- ENG 101 - Applied Communications I **Credits: 3**

Summer Semester I

- AHR 115 - Refrigeration Systems **Credits: 2**
- AHR 130 - HVAC Controls **Credits: 3**
- AHR 140 - All-Weather Systems **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**

Automotive Customizing Technology Diploma (D60190)

The curriculum prepares individuals to modify existing automotive vehicle components, fabrication techniques to create custom vehicle components, non-structural damage repair, custom painting and refinishing techniques, custom upholstery and glass removal/replacement/custom modifications, and other automotive technology related systems.

Course work may include transportation systems theory, custom fabrication, custom fiberglass skills, auto shop management, and basic welding for transportation.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

General Education Requirements

Communication

- ENG 111 - Writing and Inquiry **Credits: 3**

Humanities/Fine Arts

- HUM 115 - Critical Thinking **Credits: 3**

Natural Sciences/Math

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Core

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 180 - Basic Welding for Transp **Credits: 3**

Automotive Custom Tech

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUC 111 - Auto Customizing Research **Credits: 3**
- AUC 112 - Auto Custom Fabrication **Credits: 4**

Other Major Requirements

AUB

- AUB 121 - Non-Structural Damage I **Credits: 3**

AUC

- AUC 114 - Custom Fiberglass Skills **Credits: 4**
- AUC 115 - Glass Customizing Methods **Credits: 4**
- AUC 117 - Custom Airbrushing **Credits: 4**

AUT

- AUT 212 - Auto Shop Management **Credits: 3**

Total Credits: 43

Fall Semester I

- AUC 114 - Custom Fiberglass Skills **Credits: 4**
- AUC 115 - Glass Customizing Methods **Credits: 4**
- AUC 117 - Custom Airbrushing **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**

Spring Semester I

- AUB 111 - Painting & Refinishing I **Credits: 4**
- AUB 121 - Non-Structural Damage I **Credits: 3**
- AUC 111 - Auto Customizing Research **Credits: 3**
- TRN 180 - Basic Welding for Transp **Credits: 3**

Summer Semester I

- AUC 112 - Auto Custom Fabrication **Credits: 4**
- AUT 212 - Auto Shop Management **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Automotive Systems Technology Diploma (D60160)

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Fundamental Transport Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Transport Skills

- TRN 120 - Basic Transp Electricity **Credits: 5**

Specialized Transport Skills

- TRN 140 - Transp Climate Control **Credits: 2**

Automotive Systems Technology

- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**
- AUT 181 - Engine Performance 1 **Credits: 3**

Required Courses

- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- AUT 163 - Adv Auto Electricity **Credits: 3**
- AUT 163A - Adv Auto Electricity Lab **Credits: 1**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**
- AUT 212 - Auto Shop Management **Credits: 3**
- AUT 213 - Automotive Servicing 2 **Credits: 2**
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Total Credits: 38

Fall Semester I

- AUT 151 - Brake Systems **Credits: 3 and**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**

Spring Semester I

- AUT 141 - Suspension & Steering Sys **Credits: 3 and**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 163 - Adv Auto Electricity **Credits: 3 and**
- AUT 163A - Adv Auto Electricity Lab **Credits: 1**
- AUT 213 - Automotive Servicing 2 **Credits: 2**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Summer Semester I

- AUT 181 - Engine Performance 1 **Credits: 3 and**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**

- AUT 212 - Auto Shop Management **Credits: 3**
- TRN 140 - Transp Climate Control **Credits: 2** and
- TRN 140A - Transp Climate Cont Lab **Credits: 2**

Carpentry Diploma (D35180)

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

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

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

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- BPR 130 - Print Reading-Construction **Credits: 3**
- CMT 120 - Codes and Inspections **Credits: 3**

Carpentry

- CAR 111 - Carpentry I **Credits: 8**

Other Major Requirements

- CAR 112 - Carpentry II **Credits: 8**
- CAR 113 - Carpentry III **Credits: 6**
- CAR 115 - Res Planning/Estimating **Credits: 3**

Total Credits: 40

Fall Semester I

- CAR 111 - Carpentry I **Credits: 8**
- BPR 130 - Print Reading-Construction **Credits: 3**

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Spring Semester I

- CAR 112 - Carpentry II **Credits: 8**
- CAR 115 - Res Planning/Estimating **Credits: 3**
- ENG 101 - Applied Communications I **Credits: 3**

Summer Semester I

- CAR 113 - Carpentry III **Credits: 6**
- CMT 120 - Codes and Inspections **Credits: 3**

Collision Repair and Refinishing Technology Diploma (D60130)

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on a body fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

General Education Requirements

English

- ENG 101 - Applied Communications I **Credits: 3**

Math

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Fundamental Trans Skills

- TRN 110 - Intro to Transport Tech **Credits: 2**

Intermediate Trans Skills

- TRN 180 -Basic Welding for Transp **Credits: 3**

Specialized Trans Skills

- TRN 140 -Transp Climate Control **Credits: 2**

Required

- AUB 111 -Painting & Refinishing I **Credits: 4**
- AUB 121 -Non-Structural Damage I **Credits: 3**
- AUB 131 -Structural Damage I **Credits: 4**
- AUB 136 -Plastics & Adhesives **Credits: 3**

Other Major Requirements

- AUB 112 -Painting & Refinishing II **Credits: 4**
- AUB 114 -Special Finishes **Credits: 2**
- AUB 122 -Non-Structural Damage II **Credits: 4**
- AUB 141 -Mech & Elec Components I **Credits: 3**
- AUB 162 -Autobody Estimating **Credits: 2**
- CIS 111 -Basic PC Literacy **Credits: 2**
- TRN 140A -Transp Climate Cont Lab **Credits: 2**

Total Credits: 46

Fall Semester I

- AUB 111 -Painting & Refinishing I **Credits: 4**
- AUB 121 -Non-Structural Damage I **Credits: 3**
- AUB 131 -Structural Damage I **Credits: 4**
- CIS 111 -Basic PC Literacy **Credits: 2**
- TRN 110 -Intro to Transport Tech **Credits: 2**

Spring Semester I

- AUB 112 -Painting & Refinishing II **Credits: 4**
- AUB 122 -Non-Structural Damage II **Credits: 4**
- AUB 141 -Mech & Elec Components I **Credits: 3**
- ENG 101 -Applied Communications I **Credits: 3**
- MAT 110 -Math Measurement & Literacy **Credits: 3**
- TRN 180 -Basic Welding for Transp **Credits: 3**

Summer Semester I

- AUB 114 -Special Finishes **Credits: 2**

- AUB 136 -Plastics & Adhesives **Credits: 3**
- AUB 162 -Autobody Estimating **Credits: 2**

- TRN 140 -Transp Climate Control **Credits: 2 and**
- TRN 140A -Transp Climate Cont Lab **Credits: 2**

Diesel and Heavy Equipment Technology Diploma (D60460)

General Education Requirements

Required

- ENG 111 -Writing and Inquiry **Credits: 3**

Mathematics

- MAT 110 -Math Measurement & Literacy **Credits: 3**

Major Requirements

Fundamental Trans Skills

- TRN 110 -Intro to Transport Tech **Credits: 2**
- HET 134 -Diesel Fuel & Power Sys **Credits: 3**

Intermediate Trans Skills

- TRN 120 -Basic Transp Electricity **Credits: 5**

Diesel and Heavy Equipment

- HET 110 -Diesel Engines **Credits: 6**
- MRN 121 -Marine Engines **Credits: 4**
- MRN 147 -Marine Power Trains **Credits: 4**

Other Major Requirements

- CIS 111 -Basic PC Literacy **Credits: 2**
- HET 115 -Electronic Engines **Credits: 3**
- WLD 112 -Basic Welding Processes **Credits: 2**

Total Credits: 37

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- HET 134 - Diesel Fuel & Power Sys **Credits: 3**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transp Electricity **Credits: 5**

Spring Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- HET 110 - Diesel Engines **Credits: 6**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MRN 121 - Marine Engines **Credits: 4**

Summer Semester I

- HET 115 - Electronic Engines **Credits: 3**
- MRN 147 - Marine Power Trains **Credits: 4**
- WLD 112 - Basic Welding Processes **Credits: 2**

Electrical Systems Technology Diploma (D35130)

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Math

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Required

- ELC 113 - Residential Wiring **Credits: 4**

Motor Controls

- ELC 117 - Motors and Controls **Credits: 4**

DC/AC

- ELC 112 - DC/AC Electricity **Credits: 5**

Concertation Requirements

- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 118 - National Electrical Code **Credits: 2**

Other Major Requirements

- ALT 120 - Renewable Energy Tech **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 119 - NEC Calculations **Credits: 2**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ISC 112 - Industrial Safety **Credits: 2**

Total Credits: 40

Fall Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 112 - DC/AC Electricity **Credits: 5**
- ELC 113 - Residential Wiring **Credits: 4**
- ISC 112 - Industrial Safety **Credits: 2**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Spring Semester I

- ELC 114 - Commercial Wiring **Credits: 4**
- ELC 117 - Motors and Controls **Credits: 4**
- ELC 118 - National Electrical Code **Credits: 2**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer Semester I

- ALT 120 - Renewable Energy Tech **Credits: 3**
- ELC 115 - Industrial Wiring **Credits: 4**
- ELC 119 - NEC Calculations **Credits: 2**

Industrial Systems Technology Diploma (D50240)

General Education Requirements

Required

- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Requirements

Required

- ELC 125 - Diagrams and Schematics **Credits: 2**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MNT 110 - Intro to Maint Procedures **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**

Electricity

- ELC 111 - Intro to Electricity **Credits: 3**

Blueprints and Diagrams

- BPR 111 - Print Reading **Credits: 2**

Metalworking and Fabricating

- MNT 131 - Metalworking Processes **Credits: 3**

Safety

- ISC 112 - Industrial Safety **Credits: 2**

Concentration Requirements

- MEC 130 - Mechanisms **Credits: 3**
- MNT 111 - Maintenance Practices **Credits: 3**
- MNT 220 - Rigging and Moving **Credits: 2**

Other Major Requirements

- AHR 120 - HVACR Maintenance **Credits: 2**
- BPR 121 - Blueprint Reading-Mech **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**
- MNT 230 - Pumps & Piping Systems **Credits: 2**
- PLU 111 - Intro to Basic Plumbing **Credits: 2**

Total Credits: 43

Fall Semester I

- BPR 111 - Print Reading **Credits: 2**
- ELC 111 - Intro to Electricity **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MNT 110 - Intro to Maint Procedures **Credits: 2**
- MNT 131 - Metalworking Processes **Credits: 3**
- PLU 111 - Intro to Basic Plumbing **Credits: 2**

Spring Semester I

- BPR 121 - Blueprint Reading-Mech **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- ISC 112 - Industrial Safety **Credits: 2**
- MEC 130 - Mechanisms **Credits: 3**
- MNT 111 - Maintenance Practices **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**

Summer Semester I

- AHR 120 - HVACR Maintenance **Credits: 2**
- CIS 111 - Basic PC Literacy **Credits: 2**
- ELC 125 - Diagrams and Schematics **Credits: 2**
- MNT 220 - Rigging and Moving **Credits: 2**
- MNT 230 - Pumps & Piping Systems **Credits: 2**

Plumbing Diploma (D35300)

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government. A program that prepares individuals to work in the field of plumbing by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for natural gas, lp gas, hot water, drainage, sprinkling, and plumbing processing systems in residential and commercial environments. Includes instruction in source determination, water service and distribution, waste removal, pressure adjustment, basic physics, technical mathematics, print reading, pipe installation, pumps, soldering, plumbing inspection, and applicable codes and standards.

General Education Requirements

English

- ENG 101 - Applied Communications I **Credits: 3**

Math and Algebra

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

Required

- PLU 110 - Modern Plumbing **Credits: 9**

Technical Core

- BPR 130 - Print Reading-Construction **Credits: 3**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**

Other Major Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**
- PLU 120 - Plumbing Applications **Credits: 9**
- PLU 130 - Plumbing Systems **Credits: 6**
- PLU 140 - Intro to Plumbing Codes **Credits: 2**
- PLU 150 - Plumbing Diagrams **Credits: 2**
- PLU 160 - Plumbing Estimates **Credits: 2**

Total Credits: 45

Fall Semester I

- BPR 130 - Print Reading-Construction **Credits: 3**
- ENG 101 - Applied Communications I **Credits: 3**
- PLU 110 - Modern Plumbing **Credits: 9**

Spring Semester I

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- PLU 120 - Plumbing Applications **Credits: 9**
- PLU 140 - Intro to Plumbing Codes **Credits: 2**
- PLU 150 - Plumbing Diagrams **Credits: 2**

Summer Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- PLU 130 - Plumbing Systems **Credits: 6**
- PLU 160 - Plumbing Estimates **Credits: 2**
- SST 140 - Green Bldg & Design Concepts **Credits: 3**
- WBL 111W - Work-Based Learning I **Credits: 1**

Welding Technology Diploma (D50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

General Education Requirements

- ENG 101 - Applied Communications I **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Other Major Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**
- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**
- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**
- WLD 143 - Welding Metallurgy **Credits: 2**
- WLD 215 - SMAW (stick) Pipe **Credits: 4**
- WLD 231 - GTAW (TIG) Pipe **Credits: 3**

Total Credits: 42

Fall Semester I

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Spring Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**
- ENG 101 - Applied Communications I **Credits: 3**
- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**
- WLD 143 - Welding Metallurgy **Credits: 2**

Summer Semester I

- WLD 215 - SMAW (stick) Pipe **Credits: 4**
- WLD 231 - GTAW (TIG) Pipe **Credits: 3**

College Transfer/University Parallel Programs

College Transfer/University Parallel Programs

Associate in Arts (A10100)

As a result of a legislative mandate from the NC General Assembly, fall of 1997, the 58 North Carolina community colleges and the 16 institutions in the University of North Carolina (UNC) System entered into an agreement called the statewide Comprehensive Articulation Agreement, better known as the CAA. This agreement has been updated, and the revisions were implemented in the fall of 2014. This agreement includes two degrees—the Associate in Arts and the Associate in Science—and enables North Carolina community college graduates to receive junior status if the graduates meet certain criteria. Students are encouraged to complete their degree before they transfer. Admission to a UNC institution is a competitive process.

The Associate in Arts degree requires 60-61 credit hours. It allows students to take the first two years of their baccalaureate degree at CFCC and enables them to transfer to one of the 16 institutions in the UNC System with junior status. To graduate from CFCC under this agreement, students must meet all prerequisite and corequisite requirements, successfully complete all the required CAA courses with a grade of "C" or better, and earn at least a 2.0 overall grade-point average. (Note: To enroll at a senior institution, students must meet the grade-point average requirement of the receiving institution, which may be higher than a 2.0. While CFCC will accept a grade of "C-" from another institution, students should be aware that some UNC institutions will not accept this grade.)

It is the responsibility of the student to meet all graduation requirements.

Students are advised to take ACA 122 - College Transfer Success in their first or second semester and create a suitable plan of study. Students are required to demonstrate their computer competency before graduation by taking CIS 110 or CIS 115 or CTS 115 or CSC 120 or CSC 151. If a student is enrolled in the last semester of course work, is computer-competent, but has not fulfilled the computer requirement, the student may opt to take a computer competency in the Learning Lab at the North or Wilmington campus.

Students must meet the receiving institution's foreign language and/or health and physical education course, if applicable, prior to or after transfer to the senior institution.

Website that houses CFCC's college transfer curriculum worksheets: <http://cfcc.edu/transfer/current-student/>.

Website that houses the four-year baccalaureate plans at the 16 institutions in the University of North Carolina System: <http://cfcc.edu/transfer/curriculum-pathways/>.

The Associate in Arts program requirements are outlined as follows:

1. Universal General Education Transfer Component (32-33 semester-hour credits)—These courses are sometimes referred to as the UGETC courses and are supposed to transfer for equivalency credit at the 16 University of North Carolina institutions.
2. Additional General Education Courses (14 semester-hour credits)—These may be additional general education courses that CFCC has selected for its students and/or additional general education courses that a senior institution has recommended or required for an intended major.
3. Other Requirements (14 semester-hour credits)—A few electives are mandated by CFCC. Students should select the remaining electives based on the intended major of the senior institution.

Universal General Education Transfer Component (Credits: 32-33)

English Composition (Credits: 6)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts (Credits: 9)

Select one course from each group below.

Group I-Choose one course:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Group II-Choose one course:

- ENG 231 - American Literature I **Credits: 3**

- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Group III-Choose one unused course:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (Credits: 9)

Select one course from each group below.

Group I-Choose one course:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Group II-Choose one course:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Group III-Choose one unused course:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**

- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (Credits: 3/4)

Choose one course:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Natural Sciences (Credits: 4)

Choose one course (Reminder: AST 111 and PHY 110 have mandatory labs.):

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Additional General Education Courses (Credits: 15)

Critical Thinking (Credits: 6)

Choose two courses (Reminder: BIO 140 and CHM 131 have mandatory labs.):

- ART 116 - Survey of American Art **Credits: 3**
- BIO 112 - General Biology II **Credits: 4**
- BIO 120 - Introductory Botany **Credits: 4**
- BIO 130 - Introductory Zoology **Credits: 4**
- BIO 140 - Environmental Biology **Credits: 3**
- BIO 140A - Environmental Biology Lab **Credits: 1**
- CHM 131 - Introduction to Chemistry **Credits: 3**
- CHM 131A - Intro to Chemistry Lab **Credits: 1**
- CHM 152 - General Chemistry II **Credits: 4**
- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**

- ECO 151 - Survey of Economics **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- GEL 113 - Historical Geology **Credits: 4**
- GEL 230 - Environmental Geology **Credits: 4**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- HUM 121 - The Nature of America **Credits: 3**
- HUM 122 - Southern Culture **Credits: 3**
- HUM 150 - American Women's Studies **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 161 - Advanced Film Studies **Credits: 3**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**
- MAT 273 - Calculus III **Credits: 4**
- MUS 113 - American Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- MUS 212 - American Musical Theatre **Credits: 3**
- PHI 220 - Western Philosophy I **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHY 151 - College Physics I **Credits: 4**
- PHY 152 - College Physics II **Credits: 4**
- PHY 251 - General Physics I **Credits: 4**
- PHY 252 - General Physics II **Credits: 4**
- POL 110 - Intro Political Science **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Global Awareness and Foreign languages (Credits: 9)

Choose three courses (Reminder: ASL 111, ASL 112, ASL 211, FRE 111, FRE 112, GER 111, GER 112, SPA 111, and SPA 112 have mandatory labs.):

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ASL 111 - Elementary ASL I **Credits: 3**
- ASL 112 - Elementary ASL II **Credits: 3**
- ASL 211 - Intermediate ASL I **Credits: 3**
- ASL 212 - Intermediate ASL II **Credits: 3**

- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**
- FRE 211 - Intermediate French I **Credits: 3**
- FRE 212 - Intermediate French II **Credits: 3**
- GER 111 - Elementary German I **Credits: 3**
- GER 112 - Elementary German II **Credits: 3**
- GER 211 - Intermediate German I **Credits: 3**
- GER 212 - Intermediate German II **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HUM 120 - Cultural Studies **Credits: 3**
- HUM 130 - Myth in Human Culture **Credits: 3**
- HUM 220 - Human Values and Meaning **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- PHI 210 - History of Philosophy **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 211 - Intermediate Spanish I **Credits: 3**
- SPA 212 - Intermediate Spanish II **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**

Other Required Hours (Credits: 14)

Select a minimum of 14 semester-hour credits, based on your intended major and senior institution. The following two courses are required: ACA 122 (recommended during the student's first or second semester at CFCC) and COM 110 or COM 120 or COM 140 or COM 231.

Required course:

- ACA 122 - College Transfer Success **Credits: 1**

Required course:

(Choose one.)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 140 - Intro Intercultural Com **Credits: 3**

- COM 231 - Public Speaking **Credits: 3**

Other Electives (Credits: 10)

(Reminder: AST 111, BIO 140 and PHY 110 have mandatory labs.).

Accounting:

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 121 - Prin of Managerial Accounting **Credits: 4**

Anthropology:

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**

Art:

- ART 111 - Art Appreciation **Credits: 3**
- ART 113 - Art Methods and Materials **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 118 - Art by Women **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 122 - Three-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 132 - Drawing II **Credits: 3**
- ART 135 - Figure Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 212 - Gallery Assistantship I **Credits: 3**
- ART 214 - Portfolio and Resume **Credits: 1**
- ART 231 - Printmaking I **Credits: 3**
- ART 232 - Printmaking II **Credits: 3**
- ART 235 - Figure Drawing II **Credits: 3**
- ART 240 - Painting I **Credits: 3**
- ART 241 - Painting II **Credits: 3**
- ART 245 - Metals I **Credits: 3**
- ART 246 - Metals II **Credits: 3**
- ART 247 - Jewelry I **Credits: 3**
- ART 248 - Jewelry II **Credits: 3**
- ART 260 - Photography Appreciation **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 262 - Photography II **Credits: 3**
- ART 264 - Digital Photography I **Credits: 3**

- ART 265 - Digital Photography II **Credits: 3**
- ART 266 - Videography I **Credits: 3**
- ART 267 - Videography II **Credits: 3**
- ART 271 - Computer Art II **Credits: 3**
- ART 275 - Introduction to Graphic Design **Credits: 3**
- ART 276 - Interactive Media Design **Credits: 3**
- ART 281 - Sculpture I **Credits: 3**
- ART 282 - Sculpture II **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- ART 284 - Ceramics II **Credits: 3**
- ART 285 - Ceramics III **Credits: 3**
- ART 286 - Ceramics IV **Credits: 3**

American Sign Language:

- ASL111 - Elementary ASL I **Credits: 3**
- ASL112 - Elementary ASL II **Credits: 3**
- ASL181 - ASL Lab 1 **Credits: 1**
- ASL182 - ASL Lab 2 **Credits: 1**
- ASL211 - Intermediate ASL I **Credits: 3**
- ASL212 - Intermediate ASL II **Credits: 3**
- ASL281 - ASL Lab 3 **Credits: 1**

Astronomy:

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Biology:

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- BIO 112 - General Biology II **Credits: 4**
- BIO 120 - Introductory Botany **Credits: 4**
- BIO 130 - Introductory Zoology **Credits: 4**
- BIO 140 - Environmental Biology **Credits: 3**
- BIO 140A - Environmental Biology Lab **Credits: 1**
- BIO 143 - Field Biology Minicourse **Credits: 2**
- BIO 150 - Genetics in Human Affairs **Credits: 3**
- BIO 163 - Basic Anat & Physiology **Credits: 5**
- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- BIO 175 - General Microbiology **Credits: 3**
- BIO 250 - Genetics **Credits: 4**

Business:

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Chemistry:

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**
- CHM 131 - Introduction to Chemistry **Credits: 3**
- CHM 131A - Intro to Chemistry Lab **Credits: 1**
- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**
- CHM 251 - Organic Chemistry I **Credits: 4**
- CHM 252 - Organic Chemistry II **Credits: 4**

Information Systems:

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 115 - Intro to Prog & Logic **Credits: 3**

Criminal Justice:

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 141 - Corrections **Credits: 3**

Communication:

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 140 - Intro Intercultural Com **Credits: 3**
- COM 150 - Intro. to Mass Com m. **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Computer Science:

- CSC 151 - JAVA Programming **Credits: 3**
- CSC 120 - Computing Fundamentals I **Credits: 4**

Computer Info Tech:

- CTS 115 - Info Sys Business Concepts **Credits: 3**

Drafting:

- DFT 170 - Engineering Graphics **Credits: 3**

Drama/Theatre:

- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 120 - Voice for Performance **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 128 - Children's Theatre **Credits: 3**
- DRA 130 - Acting I **Credits: 3**
- DRA 131 - Acting II **Credits: 3**
- DRA 135 - Acting for the Camera I **Credits: 3**
- DRA 136 - Acting for the Camera II **Credits: 3**
- DRA 140 - Stagecraft I **Credits: 3**
- DRA 141 - Stagecraft II **Credits: 3**
- DRA 142 - Costuming **Credits: 3**
- DRA 145 - Stage Make-Up **Credits: 2**
- DRA 170 - Play Production I **Credits: 3**
- DRA 171 - Play Production II **Credits: 3**
- DRA 175 - Teleplay Production I **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- DRA 230 - Acting III **Credits: 3**
- DRA 231 - Acting IV **Credits: 3**
- DRA 240 - Lighting for the Theatre **Credits: 3**
- DRA 260 - Directing **Credits: 3**
- DRA 270 - Play Production III **Credits: 3**
- DRA 271 - Play Production IV **Credits: 3**

Economics:

- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**

Education:

- EDU 216 - Foundations of Education **Credits: 3**

Engineering:

- EGR 150 - Intro to Engineering **Credits: 2**
- EGR 212 - Logic System Design I **Credits: 3**
- EGR 214 - Num Methods for Engineers **Credits: 3**
- EGR 220 - Engineering Statics **Credits: 3**
- EGR 225 - Engineering Dynamics **Credits: 3**

English:

- ENG 114 - Prof Research & Reporting **Credits: 3**
- ENG 125 - Creative Writing I **Credits: 3**
- ENG 126 - Creative Writing II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- ENG 272 - Southern Literature **Credits: 3**
- ENG 273 - African-American Literature **Credits: 3**
- ENG 274 - Literature by Women **Credits: 3**
- ENG 113 - Literature-Based Research **Credits: 3**

French:

- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**
- FRE 181 - French Lab 1 **Credits: 1**
- FRE 182 - French Lab 2 **Credits: 1**
- FRE 211 - Intermediate French I **Credits: 3**
- FRE 212 - Intermediate French II **Credits: 3**

Geology:

- GEL 111 - Geology **Credits: 4**
- GEL 113 - Historical Geology **Credits: 4**
- GEL 230 - Environmental Geology **Credits: 4**

German:

- GER 111 - Elementary German I **Credits: 3**
- GER 112 - Elementary German II **Credits: 3**
- GER 181 - German Lab 1 **Credits: 1**
- GER 182 - German Lab 2 **Credits: 1**
- GER 211 - Intermediate German I **Credits: 3**
- GER 212 - Intermediate German II **Credits: 3**

Health:

- HEA 110 - Personal Health/Wellness **Credits: 3**

History:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Humanities:

- HUM 115 - Critical Thinking **Credits: 3**
- HUM 120 - Cultural Studies **Credits: 3**
- HUM 121 - The Nature of America **Credits: 3**
- HUM 122 - Southern Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 161 - Advanced Film Studies **Credits: 3**
- HUM 170 - The Holocaust **Credits: 3**
- HUM 180 - Internat Cultural Explor **Credits: 3**

Mathematics:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**
- MAT 273 - Calculus III **Credits: 4**
- MAT 280 - Linear Algebra **Credits: 3**
- MAT 285 - Differential Equations **Credits: 3**

Music:

- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 121 - Music Theory I **Credits: 3**
- MUS 122 - Music Theory II **Credits: 3**
- MUS 123 - Music Composition **Credits: 1**
- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**
- MUS 133 - Band I **Credits: 1**
- MUS 134 - Band II **Credits: 1**
- MUS 135 - Jazz Ensemble I **Credits: 1**
- MUS 136 - Jazz Ensemble II **Credits: 1**

- MUS 137 -Orchestra I **Credits: 1**
- MUS 138 -Orchestra II **Credits: 1**
- MUS 141 - Ensemble I **Credits: 1**
- MUS 142 -Ensemble II **Credits: 1**
- MUS 151 -Class Music I **Credits: 1**
- MUS 152 -Class Music II **Credits: 1**
- MUS 161 -Applied Music I **Credits: 2**
- MUS 162 -Applied Music II **Credits: 2**
- MUS 170 -Business of Music **Credits: 3**
- MUS 210 -History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- MUS 212 -American Musical Theatre **Credits: 3**
- MUS 214 -Electronic Music I **Credits: 2**
- MUS 215 -Electronic Music II **Credits: 2**
- MUS 221 -Music Theory III **Credits: 3**
- MUS 222 -Music Theory IV **Credits: 3**
- MUS 231 -Chorus III **Credits: 1**
- MUS 232 -Chorus IV **Credits: 1**
- MUS 233 -Band III **Credits: 1**
- MUS 234 -Band IV **Credits: 1**
- MUS 235 -Jazz Ensemble III **Credits: 1**
- MUS 236 -Jazz Ensemble IV **Credits: 1**
- MUS 237 -Orchestra III **Credits: 1**
- MUS 238 -Orchestra IV **Credits: 1**
- MUS 241 -Ensemble III **Credits: 1**
- MUS 242 -Ensemble IV **Credits: 1**
- MUS 251 -Class Music III **Credits: 1**
- MUS 252 -Class Music IV **Credits: 1**
- MUS 253 -Big Band **Credits: 1**
- MUS 260 -Intro to Music Education **Credits: 2**
- MUS 261 -Applied Music III **Credits: 2**
- MUS 262 -Applied Music IV **Credits: 2**

Physical Education:

- PED 110 -Fit and Well for Life **Credits: 2**
- PED 113 -Aerobics I **Credits: 1**
- PED 117 -Weight Training I **Credits: 1**
- PED 120 -Walking for Fitness **Credits: 1**
- PED 122 -Yoga I **Credits: 1**
- PED 123 -Yoga II **Credits: 1**
- PED 125 -Self-Defense: Beginning **Credits: 1**
- PED 128 -Golf-Beginning **Credits: 1**
- PED 129 -Golf-Intermediate **Credits: 1**
- PED 130 -Tennis-Beginning **Credits: 1**
- PED 131 -Tennis-Intermediate **Credits: 1**
- PED 143 -Volleyball-Beginning **Credits: 1**

- PED 145 -Basketball-Beginning **Credits: 1**
- PED 149 -Flag Football **Credits: 1**
- PED 170 -Backpacking **Credits: 1**
- PED 210 -Team Sports **Credits: 1**
- PED 216 -Indoor Cycling **Credits: 1**
- PED 219 -Disc Golf **Credits: 1**
- PED 233 -Ju-Jitsu **Credits: 1**
- PED 235 -Tai Chi **Credits: 1**

Philosophy:

- PHI 215 -Philosophical Issues **Credits: 3**
- PHI 220 -Western Philosophy I **Credits: 3**
- PHI 230 -Introduction to Logic **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**

Physics:

- PHY 110 -Conceptual Physics **Credits: 3**
- PHY 110A -Conceptual Physics Lab **Credits: 1**
- PHY 151 -College Physics I **Credits: 4**
- PHY 152 -College Physics II **Credits: 4**
- PHY 251 -General Physics I **Credits: 4**
- PHY 252 -General Physics II **Credits: 4**

Political Science:

- POL 110 -Intro Political Science **Credits: 3**
- POL 120 -American Government **Credits: 3**
- POL 210 -Comparative Government **Credits: 3**
- POL 220 -International Relations **Credits: 3**

Psychology:

- PSY 150 -General Psychology **Credits: 3**
- PSY 241 -Developmental Psych **Credits: 3**
- PSY 259 -Human Sexuality **Credits: 3**
- PSY 281 -Abnormal Psychology **Credits: 3**

Religion:

- REL 110 -World Religions **Credits: 3**
- REL 111 -Eastern Religions **Credits: 3**
- REL 112 -Western Religions **Credits: 3**
- REL 211 -Intro to Old Testament **Credits: 3**
- REL 212 -Intro to New Testament **Credits: 3**

- REL 221 - Religion in America **Credits: 3**

Sociology:

- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**
- SOC 242 - Sociology of Deviance **Credits: 3**

Spanish:

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 141 - Culture and Civilization **Credits: 3**
- SPA 161 - Cultural Immersion **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**
- SPA 211 - Intermediate Spanish I **Credits: 3**
- SPA 212 - Intermediate Spanish II **Credits: 3**
- SPA 221 - Spanish Conversation **Credits: 3**
- SPA 231 - Reading and Composition **Credits: 3**

Total Requirement in Semester Hours: 60-61

Associate in Engineering (A10500)

Associate in Engineering Program – A10500

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The degree plan includes required general education and prerequisite courses that are acceptable to all state-funded Bachelor of Engineering programs.

Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed. To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

General Education Requirements (42 credits)

English Composition

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts

Take 2 groups

Group 1

Take 3 credits

- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**

Group 2

- Take 3 credits
- COM 231 - Public Speaking **Credits: 3**

Social/Behavioral Sciences

Take 2 Groups

Group 1

- ECO 251 - Prin of Microeconomics **Credits: 3**

Group 2

- Take 3 credits
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics

Take 12 credits

- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**
- MAT 273 - Calculus III **Credits: 4**

Natural Sciences

- Take 12 credits
- CHM 151 - General Chemistry I **Credits: 4**
 - PHY 251 - General Physics I **Credits: 4**
 - PHY 252 - General Physics II **Credits: 4**

Other Required Hours (18 credits)

Required Courses

- Take 3 credits
- ACA 122 - College Transfer Success **Credits: 1**
 - EGR 150 - Intro to Engineering **Credits: 2**

Other Required Hours

- Take 3 credits
- DFT 170 - Engineering Graphics **Credits: 3**

Pre-major Electives Group 1

- Take 3 credits
- EGR 212 - Logic System Design I **Credits: 3**
 - EGR 214 - Num Methods for Engineers **Credits: 3**
 - EGR 220 - Engineering Statics **Credits: 3**
 - EGR 225 - Engineering Dynamics **Credits: 3**

Pre-major Elective Hours Group 2

- Take 9 credits
- BIO 111 - General Biology I **Credits: 4**
 - CHM 152 - General Chemistry II **Credits: 4**
 - CSC 151 - JAVA Programming **Credits: 3**
 - ECO 252 - Prin of Macroeconomics **Credits: 3**
 - EGR 212 - Logic System Design I **Credits: 3**
 - EGR 214 - Num Methods for Engineers **Credits: 3**
 - EGR 220 - Engineering Statics **Credits: 3**
 - EGR 225 - Engineering Dynamics **Credits: 3**
 - MAT 280 - Linear Algebra **Credits: 3**
 - MAT 285 - Differential Equations **Credits: 3**
 - PED 110 - Fit and Well for Life **Credits: 2**

Total Credits: 60

Associate in Fine Arts, Music (A10700)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 28 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt. Since this program has only 28 credit hours in the general education core, students may be required to fulfill their basic studies requirement after they transfer. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade point average. (Reminder: While CFCC will accept a grade of "C-," some senior institutions will not accept this grade.) Students must always comply with the admission requirements of the receiving institution.

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Degree-seekers must demonstrate their computer competency before graduation. They may take a computer competency in the CFCC Learning Lab on either campus. The following courses are not listed in this program, but if students have successfully completed any of the following, they would have met their computer competency: CIS 110 or CIS 115 or CSC 151 or CTS 115.

Important Websites

The following website provides more CFCC college transfer and advising information: <http://cfcc.edu/transfer/>. The following website lists the academic programs offered at the sixteen (16) UNC institutions: <http://www.northcarolina.edu/apps/programs/index.php>.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example: https://www1.cmc.org/Plan/For_A_Career/_default.aspx.

The general education core consists of 28 semester hour credits.

While the courses in this program are not taught every semester, every effort is made to see that each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

General Education Requirements (25 credits)

English Composition (6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts (3 credits)

Select one course from the following:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (6 credits)

Minimum 2 subjects

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Natural Sciences (4 credits)

Take 1 of 6 Groups

Group 1

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Group 2

- BIO 110 - Principles of Biology **Credits: 4**

Group 3

- BIO 111 - General Biology I **Credits: 4**

Group 4

- CHM 151 - General Chemistry I **Credits: 4**

Group 5

- GEL 111 - Geology **Credits: 4**

Group 6

- PHY 110 - Conceptual Physics **Credits: 3**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Mathematics (3 credits)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Additional General Education (3 credits)

- COM 231 - Public Speaking **Credits: 3**

Other Required Hours (35 credits)

Music Theory (8 credits)

- MUS 121 - Music Theory I **Credits: 3**
- MUS 122 - Music Theory II **Credits: 3**

Applied Music (4 credits)

- MUS 161 - Applied Music I **Credits: 2**
- MUS 162 - Applied Music II **Credits: 2**

Ensemble (2 credits)

- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**
- MUS 133 - Band I **Credits: 1**
- MUS 134 - Band II **Credits: 1**
- MUS 135 - Jazz Ensemble I **Credits: 1**
- MUS 136 - Jazz Ensemble II **Credits: 1**
- MUS 137 - Orchestra I **Credits: 1**
- MUS 138 - Orchestra II **Credits: 1**
- MUS 141 - Ensemble I **Credits: 1**
- MUS 142 - Ensemble II **Credits: 1**
- MUS 231 - Chorus III **Credits: 1**

- MUS 232 - Chorus IV **Credits: 1**
- MUS 233 - Band III **Credits: 1**
- MUS 234 - Band IV **Credits: 1**
- MUS 235 - Jazz Ensemble III **Credits: 1**
- MUS 236 - Jazz Ensemble IV **Credits: 1**
- MUS 237 - Orchestra III **Credits: 1**
- MUS 238 - Orchestra IV **Credits: 1**
- MUS 241 - Ensemble III **Credits: 1**
- MUS 242 - Ensemble IV **Credits: 1**
- MUS 253 - Big Band **Credits: 1**

Class Music (2 credits)

- MUS 151 - Class Music I **Credits: 1**
- MUS 152 - Class Music II **Credits: 1**

Music Electives (18 credits)

- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 123 - Music Composition **Credits: 1**
- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**
- MUS 133 - Band I **Credits: 1**
- MUS 134 - Band II **Credits: 1**
- MUS 135 - Jazz Ensemble I **Credits: 1**
- MUS 136 - Jazz Ensemble II **Credits: 1**
- MUS 137 - Orchestra I **Credits: 1**
- MUS 138 - Orchestra II **Credits: 1**
- MUS 141 - Ensemble I **Credits: 1**
- MUS 142 - Ensemble II **Credits: 1**
- MUS 170 - Business of Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- MUS 212 - American Musical Theatre **Credits: 3**
- MUS 221 - Music Theory III **Credits: 4**
- MUS 222 - Music Theory IV **Credits: 3**
- MUS 231 - Chorus III **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1**
- MUS 233 - Band III **Credits: 1**
- MUS 234 - Band IV **Credits: 1**
- MUS 235 - Jazz Ensemble III **Credits: 1**
- MUS 236 - Jazz Ensemble IV **Credits: 1**
- MUS 237 - Orchestra III **Credits: 1**

- MUS 238 - Orchestra IV **Credits: 1**
- MUS 241 - Ensemble III **Credits: 1**
- MUS 242 - Ensemble IV **Credits: 1**
- MUS 253 - Big Band **Credits: 1**
- MUS 260 - Intro to Music Education **Credits: 2**
- MUS 261 - Applied Music III **Credits: 2**
- MUS 262 - Applied Music IV **Credits: 2**

Academic Transition (1 credit)

- ACA 122 - College Transfer Success **Credits: 1**

Total Credits: 60

Associate in Fine Arts, Theatre (A10800)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 60-61 semester hours, or, the general education core, which consists of 31 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt. Since this program has only 31 credit hours in the general education core, students may be required to fulfill their basic studies requirement after they transfer. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade point average. Students must always comply with the admission requirements of the receiving institution. Reminder: CFCC accepts a grade of "C-," but some UNC institutions will not accept this grade.

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Degree-seekers must demonstrate their computer competency before graduation. They may take a computer competency in the CFCC Learning Lab on either campus. The following courses are not listed in this program, but if students have successfully completed any of the following, they would have met their computer competency: CIS 110 or CIS 115 or CSC 151 or CTS 115.

Important Websites

The following website provides more CFCC college transfer and advising information: <http://cfcc.edu/transfer/>. The following website lists the academic programs offered at the sixteen (16) UNC institutions: <http://www.northcarolina.edu/apps/programs/index.php>.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example: https://www1.cmc.org/Plan/For_A_Career/_default.aspx.

The Theatre program is designed for students who plan to receive a Bachelor of Fine Arts Degree in Theatre. The general education core consists of 31 semester hour credits.

While the courses in this program are not taught every semester, every effort is made to see that each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

General Education Core (Credits: 28)

Universal General Education Transfer Component (Credits: 31)

English Composition (Credits: 6)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications (Credits: 3)

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (Credits: 6)

Select two courses from the following:

- ART 111 - Art Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (Credits: 9)

Select one course from each group below:

Group I

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Group II

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**

- PSY 150 -General Psychology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**

Group III

Choose one unused course:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- HIS 111 -World Civilizations I **Credits: 3**
- HIS 112 -World Civilizations II **Credits: 3**
- HIS 131 -American History I **Credits: 3**
- HIS 132 -American History II **Credits: 3**
- POL 120 -American Government **Credits: 3**
- PSY 150 -General Psychology **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**

Mathematics (Credits: 3/4)

Select one course from the following:

- MAT 143 -Quantitative Literacy **Credits: 3**
- MAT 152 -Statistical Methods I **Credits: 4**
- MAT 171 -Precalculus Algebra **Credits: 4**
- MAT 271 -Calculus I **Credits: 4**
- MAT 272 -Calculus II **Credits: 4**

Natural Sciences (Credits: 4)

Choose one natural science option from the list below. (Reminder: AST 111 and PHY 110 have mandatory labs.):

- AST 111 - Descriptive Astronomy **Credits: 3 and**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Other Required Hours (Credits: 29)

College Success Course (Credits: 1)

- ACA 122 - College Transfer Success **Credits: 1**

Additional Theatre Courses (Credits: 6)

- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**

Acting/Technical Tracks (Credits: 9)

Select one of the following tracks:

Acting Track

- DRA 130 - Acting I **Credits: 3**
- DRA 135 - Acting for the Camera I **Credits: 3**
- DRA 170 - Play Production I **Credits: 3**

Technical Track

- DRA 140 - Stagecraft I **Credits: 3**
- DRA 141 - Stagecraft II **Credits: 3**
- DRA 170 - Play Production I **Credits: 3**

Additional Hours (Credits: 13)

An additional 13 SHC should be selected from the courses listed below. Students should select courses based on their intended major and transfer university.

- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 120 - Voice for Performance **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 126 - Storytelling **Credits: 3**
- DRA 128 - Children's Theatre **Credits: 3**
- DRA 130 - Acting I **Credits: 3**
- DRA 131 - Acting II **Credits: 3**
- DRA 135 - Acting for the Camera I **Credits: 3**
- DRA 136 - Acting for the Camera II **Credits: 3**
- DRA 140 - Stagecraft I **Credits: 3**
- DRA 141 - Stagecraft II **Credits: 3**
- DRA 145 - Stage Make-Up **Credits: 2**
- DRA 170 - Play Production I **Credits: 3**
- DRA 171 - Play Production II **Credits: 3**
- DRA 175 - Teleplay Production I **Credits: 3**
- DRA 240 - Lighting for the Theatre **Credits: 3**
- DRA 260 - Directing **Credits: 3**
- DRA 270 - Play Production III **Credits: 3**
- DRA 271 - Play Production IV **Credits: 3**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MUS 121 - Music Theory I **Credits: 3**

- MUS 122 - Music Theory II **Credits: 3**
- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**
- MUS 151 - Class Music I **Credits: 1**
- MUS 152 - Class Music II **Credits: 1**
- MUS 212 - American Musical Theatre **Credits: 3**
- MUS 231 - Chorus III **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1**

Total Requirement in Semester Hours: 60/61

Associate in Fine Arts, Visual Arts (A10600)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 60-61 semester hours, or, the general education core, which consists of 25 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt. Since this program has only 25 credit hours in the general education core, students may be required to fulfill their basic studies requirements after they transfer. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade-point average. Students must always comply with the admission requirements of the receiving institution. Reminder: CFCC accepts a grade of "C-," but some UNC institutions will not accept this grade.

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Degree-seekers must demonstrate their computer competency before graduation. They may take a computer competency in the CFCC Learning Lab on either campus. The following courses are not listed in this program, but if students have successfully completed any of the following, they would have met their computer competency: CIS 110 or CIS 115 or CSC 151 or CTS 115.

Important Websites

The following website provides more CFCC college transfer and advising information:
<http://cfcc.edu/transfer/>.

The following website lists the academic programs offered at the sixteen (16) UNC institutions:
<http://www.northcarolina.edu/apps/programs/index.php>.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example:
https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

While the courses in this pre-major are not taught every semester, every effort is made to see that each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

Since requirements vary, each student should first contact the senior institution of choice to determine the specific requirements of that institution and to determine whether it is better to complete this pre-major or the Associate in Arts program or the minimum transfer hours of the receiving institution. Some senior institutions offer a Bachelor in Fine Arts degree while others offer a Bachelor in Arts degree. Depending on the institution of choice, some students will not have satisfied the general education core or the basic studies requirements even if the students complete this degree. Students are encouraged to contact the senior institution to confirm degree offerings.

Universal General Education Transfer Component (25 credits)

English Composition (6 credits)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications (3 credits)

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (3 credits)

Select one course from the following:

- ART 111 - Art Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (6 credits)

Select one course from each group below:

Group I

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Group II

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**

- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (3/4 credits)

Select one course from the following:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Natural Sciences (4 credits)

Choose one natural science option from the list below. (Reminder: AST 111 and PHY 110 have mandatory labs.)

- AST 111 - Descriptive Astronomy **Credits: 3 and**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

- BIO 110 - Principles of Biology **Credits: 4**

- BIO 111 - General Biology I **Credits: 4**

- CHM 151 - General Chemistry I **Credits: 4**

- GEL 111 - Geology **Credits: 4**

- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Other Required Hours (35 credits)

College Success Course (1 credits)

- ACA 122 - College Transfer Success **Credits: 1**

Additional UGETC ART Courses (6 credits)

- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**

Other Required ART Courses (9 credits)

- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 122 - Three-Dimensional Design **Credits: 3**

- ART 131 - Drawing I **Credits: 3**

Additional Hours (19 credits)

An additional 19 SHC of courses should be selected from the courses listed below. Students should select these courses based on their intended major and transfer university.

- ART 113 - Art Methods and Materials **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 118 - Art by Women **Credits: 3**
- ART 132 - Drawing II **Credits: 3**
- ART 135 - Figure Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 212 - Gallery Assistantship I **Credits: 3**
- ART 214 - Portfolio and Resume **Credits: 1**
- ART 231 - Printmaking I **Credits: 3**
- ART 232 - Printmaking II **Credits: 3**
- ART 235 - Figure Drawing II **Credits: 3**
- ART 240 - Painting I **Credits: 3**
- ART 241 - Painting II **Credits: 3**
- ART 245 - Metals I **Credits: 3**
- ART 246 - Metals II **Credits: 3**
- ART 247 - Jewelry I **Credits: 3**
- ART 248 - Jewelry II **Credits: 3**
- ART 260 - Photography Appreciation **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 262 - Photography II **Credits: 3**
- ART 264 - Digital Photography I **Credits: 3**
- ART 265 - Digital Photography II **Credits: 3**
- ART 266 - Videography I **Credits: 3**
- ART 267 - Videography II **Credits: 3**
- ART 271 - Computer Art II **Credits: 3**
- ART 275 - Introduction to Graphic Design **Credits: 3**
- ART 276 - Interactive Media Design **Credits: 3**
- ART 281 - Sculpture I **Credits: 3**
- ART 282 - Sculpture II **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- ART 284 - Ceramics II **Credits: 3**
- ART 285 - Ceramics III **Credits: 3**
- ART 286 - Ceramics IV **Credits: 3**
- MAT 172 - Precalculus Trigonometry **Credits: 4**

Total Requirement in Semester Hours: 60/61

Associate in Science (A10400)

As a result of a legislative mandate from the NC General Assembly, fall of 1997, the 58 North Carolina community colleges and the 16 institutions in the University of North Carolina (UNC) System entered into an agreement called the statewide Comprehensive Articulation Agreement, better known as the CAA. This agreement has been updated, and the revisions were implemented fall of 2014. This agreement includes two degrees—the Associate in Arts and the Associate in Science—and enables North Carolina community college graduates to receive junior status if the graduates meet certain criteria. Students are encouraged to complete their degree before they transfer. Admission to a UNC institution is a competitive process.

The Associate in Science degree requires 60-61 credit hours. It allows students to take the first two years of their baccalaureate degree at CFCC and enables them to transfer to one of the 16 institutions in the University of North Carolina System with junior status. Students in this program may choose majors in architecture, agriculture, biology, chemistry, computer science, dentistry, forestry, mathematics, medicine, pharmacy, and textiles. To graduate from CFCC, students must meet all prerequisite and corequisite requirements, successfully complete all the required CAA courses with a grade of "C" or above, and earn at least a 2.0 overall grade-point average. (Note: To enroll at a senior institution, students must meet the grade-point average requirement of the receiving institution, which may be higher than a 2.0. While CFCC may accept a grade of "C-" from another institution, students should be aware that some UNC institutions will not accept this grade.)

This plan of study is subject to change when the college thinks that such action is in the best interest of the student or the program. It is the responsibility of the student to meet all graduation requirements.

When students enroll at CFCC, they are advised to take ACA 122 - College Transfer Success in their first or second semester and create a suitable plan of study. Students must also demonstrate their computer competency before graduation by taking CIS 110 or CIS 115 or CSC 151. If a student is enrolled in the last semester of course work, is computer competent, but has not fulfilled the computer requirement, the student may opt to take a computer competency in the Learning Lab at the North or the Wilmington campus.

Students must meet the receiving institution's foreign language and/or health and physical education course, if applicable, prior to or after transfer to the senior institution.

Website that houses CFCC's college transfer curriculum worksheets: <http://cfcc.edu/transfer/current-student/>.

Website that houses the four-year baccalaureate plans at the 16 institutions in the University of North Carolina System: <http://cfcc.edu/transfer/curriculum-pathways/>.

The Associate in Science program requirements are outlined as follows:

1. Universal General Education Transfer Component (34 semester hour credits)—These courses are sometimes referred to as the UGETC courses and will transfer for equivalency credit at the 16 University of North Carolina institutions.
2. Additional General Education Courses (11 semester hour credits)—These may be additional general education courses that CFCC has selected for its students and/or additional general education courses that a senior institution has recommended or required for an intended major.
3. Other Requirements (15 semester hour credits)—A few electives are mandated by CFCC. Students should select the remaining electives based on their intended major and the senior institution of choice.

Universal General Education Transfer Component (Credits: 34)

English Composition (Credits: 6)

- ENG 111 - Writing and Inquiry **Credits: 3**

- ENG 112 - Writing/Research in the Disc **Credits: 3**

Humanities/Fine Arts (Credits: 6)

Select one course from each group below.

Group I-Choose one course:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Group II-Choose one course:

- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (Credits: 6)

Select one course from each group below.

Group I-Choose one course:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Group II-Choose one course:

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (Credits: 8)

Choose two courses:

- MAT 171 - Precalculus Algebra **Credits: 4**

- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Natural Sciences (Credits: 8)

Choose one pair of courses from one group.

Group 1

- BIO 111 - General Biology I **Credits: 4**
- BIO 112 - General Biology II **Credits: 4**

Group II

- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**

Group III

- PHY 151 - College Physics I **Credits: 4**
- PHY 152 - College Physics II **Credits: 4**

Group IV

- PHY 251 - General Physics I **Credits: 4**
- PHY 252 - General Physics II **Credits: 4**

Additional General Education Courses (Credits: 11)

Science and Quantitative Reasoning (Credits: 8)

Take 8 SHC from the following courses:

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- BIO 111 - General Biology I **Credits: 4**
- BIO 112 - General Biology II **Credits: 4**
- BIO 120 - Introductory Botany **Credits: 4**
- BIO 130 - Introductory Zoology **Credits: 4**
- BIO 140 - Environmental Biology **Credits: 3**
- BIO 140A - Environmental Biology Lab **Credits: 1**
- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**
- GEL 111 - Geology **Credits: 4**
- GEL 113 - Historical Geology **Credits: 4**

- GEL 230 - Environmental Geology **Credits: 4**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**
- MAT 273 - Calculus III **Credits: 4**
- PHY 151 - College Physics I **Credits: 4**
- PHY 152 - College Physics II **Credits: 4**
- PHY 251 - General Physics I **Credits: 4**
- PHY 252 - General Physics II **Credits: 4**

Required Course (Credits: 3)

Choose one from the following:

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 140 - Intro Intercultural Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Other Required Electives (Credits: 15)

Reminder: ACA 122 is a required course, and students should take it during their first or second semester of enrollment at CFCC. The selection of the additional unused courses should be based on the student's intended major and respective senior institution. AST 111, BIO 140, CHM 131, PHY 110, all elementary foreign languages, and ASL 211 have mandatory labs.

Required course:

- ACA 122 - College Transfer Success **Credits: 1**

Electives (Credits: 14)

Accounting:

- ACC 120 - Prin of Financial Accounting **Credits: 4**
- ACC 121 - Prin of Managerial Accounting **Credits: 4**

Anthropology:

- ANT 210 - General Anthropology **Credits: 3**
- ANT 220 - Cultural Anthropology **Credits: 3**
- ANT 240 - Archaeology **Credits: 3**

Art:

- ART 111 - Art Appreciation **Credits: 3**
- ART 113 - Art Methods and Materials **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 118 - Art by Women **Credits: 3**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 122 - Three-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ART 132 - Drawing II **Credits: 3**
- ART 135 - Figure Drawing I **Credits: 3**
- ART 171 - Computer Art I **Credits: 3**
- ART 212 - Gallery Assistantship I **Credits: 3**
- ART 214 - Portfolio and Resume **Credits: 1**
- ART 231 - Printmaking I **Credits: 3**
- ART 232 - Printmaking II **Credits: 3**
- ART 235 - Figure Drawing II **Credits: 3**
- ART 240 - Painting I **Credits: 3**
- ART 241 - Painting II **Credits: 3**
- ART 245 - Metals I **Credits: 3**
- ART 246 - Metals II **Credits: 3**
- ART 247 - Jewelry I **Credits: 3**
- ART 248 - Jewelry II **Credits: 3**
- ART 260 - Photography Appreciation **Credits: 3**
- ART 261 - Photography I **Credits: 3**
- ART 262 - Photography II **Credits: 3**
- ART 264 - Digital Photography I **Credits: 3**
- ART 265 - Digital Photography II **Credits: 3**
- ART 266 - Videography I **Credits: 3**
- ART 267 - Videography II **Credits: 3**
- ART 271 - Computer Art II **Credits: 3**
- ART 275 - Introduction to Graphic Design **Credits: 3**
- ART 276 - Interactive Media Design **Credits: 3**
- ART 281 - Sculpture I **Credits: 3**
- ART 282 - Sculpture II **Credits: 3**
- ART 283 - Ceramics I **Credits: 3**
- ART 284 - Ceramics II **Credits: 3**
- ART 285 - Ceramics III **Credits: 3**
- ART 286 - Ceramics IV **Credits: 3**

American Sign Language:

- ASL111 - Elementary ASL I **Credits: 3**
- ASL112 - Elementary ASL II **Credits: 3**
- ASL181 - ASL Lab 1 **Credits: 1**
- ASL182 - ASL Lab 2 **Credits: 1**

- ASL 211 - Intermediate ASL I **Credits: 3**
- ASL 212 - Intermediate ASL II **Credits: 3**
- ASL 281 - ASL Lab 3 **Credits: 1**

Astronomy:

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**

Biology:

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- BIO 112 - General Biology II **Credits: 4**
- BIO 120 - Introductory Botany **Credits: 4**
- BIO 130 - Introductory Zoology **Credits: 4**
- BIO 140 - Environmental Biology **Credits: 3**
- BIO 140A - Environmental Biology Lab **Credits: 1**
- BIO 143 - Field Biology Minicourse **Credits: 2**
- BIO 150 - Genetics in Human Affairs **Credits: 3**
- BIO 163 - Basic Anat & Physiology **Credits: 5**
- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- BIO 175 - General Microbiology **Credits: 3**
- BIO 250 - Genetics **Credits: 4**

Business:

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Chemistry:

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**
- CHM 131 - Introduction to Chemistry **Credits: 3**
- CHM 131A - Intro to Chemistry Lab **Credits: 1**
- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**
- CHM 251 - Organic Chemistry I **Credits: 4**
- CHM 252 - Organic Chemistry II **Credits: 4**

Information Systems:

- CIS 110 - Introduction to Computers **Credits: 3**

- CIS 115 -Intro to Prog & Logic **Credits: 3**

Criminal Justice:

- CJC 111 -Intro to Criminal Justice **Credits: 3**
- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 141 - Corrections **Credits: 3**

Communication:

- COM 110 -Introduction to Communication **Credits: 3**
- COM 120 -Intro Interpersonal Com **Credits: 3**
- COM 140 -Intro Intercultural Com **Credits: 3**
- COM 150 -Intro. to Mass Com m. **Credits: 3**
- COM 231 -Public Speaking **Credits: 3**

Computer Science:

- CSC 120 -Computing Fundamentals I **Credits: 4**
- CSC 151 -JAVA Programming **Credits: 3**

Computer Info Tech:

- CTS 115 -Info Sys Business Concepts **Credits: 3**

Drama/Theatre:

- DRA 111 -Theatre Appreciation **Credits: 3**
- DRA 112 -Literature of the Theatre **Credits: 3**
- DRA 120 -Voice for Performance **Credits: 3**
- DRA 122 -Oral Interpretation **Credits: 3**
- DRA 126 -Storytelling **Credits: 3**
- DRA 128 -Children's Theatre **Credits: 3**
- DRA 130 -Acting I **Credits: 3**
- DRA 131 -Acting II **Credits: 3**
- DRA 135 -Acting for the Camera I **Credits: 3**
- DRA 136 -Acting for the Camera II **Credits: 3**
- DRA 140 -Stagecraft I **Credits: 3**
- DRA 141 -Stagecraft II **Credits: 3**
- DRA 142 -Costuming **Credits: 3**
- DRA 145 -Stage Make-Up **Credits: 2**
- DRA 170 -Play Production I **Credits: 3**
- DRA 171 -Play Production II **Credits: 3**
- DRA 175 -Teleplay Production I **Credits: 3**
- DRA 211 -Theatre History I **Credits: 3**
- DRA 212 -Theatre History II **Credits: 3**

- DRA 230 - Acting III **Credits: 3**
- DRA 231 - Acting IV **Credits: 3**
- DRA 240 - Lighting for the Theatre **Credits: 3**
- DRA 260 - Directing **Credits: 3**
- DRA 270 - Play Production III **Credits: 3**
- DRA 271 - Play Production IV **Credits: 3**

Economics:

- ECO 151 - Survey of Economics **Credits: 3**
- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin of Macroeconomics **Credits: 3**

Education:

- EDU 216 - Foundations of Education **Credits: 3**

Engineering:

- EGR 150 - Intro to Engineering **Credits: 3**
- EGR 212 - Logic System Design I **Credits: 3**
- EGR 214 - Num Methods for Engineers **Credits: 3**
- EGR 220 - Engineering Statics **Credits: 3**
- EGR 225 - Engineering Dynamics **Credits: 3**

English:

- ENG 113 - Literature-Based Research **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- ENG 125 - Creative Writing I **Credits: 3**
- ENG 126 - Creative Writing II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- ENG 261 - World Literature I **Credits: 3**
- ENG 262 - World Literature II **Credits: 3**
- ENG 272 - Southern Literature **Credits: 3**
- ENG 273 - African-American Literature **Credits: 3**
- ENG 274 - Literature by Women **Credits: 3**

French:

- FRE 111 - Elementary French I **Credits: 3**
- FRE 112 - Elementary French II **Credits: 3**

- FRE 181 - French Lab 1 **Credits: 1**
- FRE 182 - French Lab 2 **Credits: 1**
- FRE 211 - Intermediate French I **Credits: 3**
- FRE 212 - Intermediate French II **Credits: 3**

Geology:

- GEL 111 - Geology **Credits: 4**
- GEL 113 - Historical Geology **Credits: 4**
- GEL 230 - Environmental Geology **Credits: 4**

German:

- GER 111 - Elementary German I **Credits: 3**
- GER 112 - Elementary German II **Credits: 3**
- GER 181 - German Lab 1 **Credits: 1**
- GER 182 - German Lab 2 **Credits: 1**
- GER 211 - Intermediate German I **Credits: 3**
- GER 212 - Intermediate German II **Credits: 3**

Health:

- HEA 110 - Personal Health/Wellness **Credits: 3**

History:

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 121 - Western Civilization I **Credits: 3**
- HIS 122 - Western Civilization II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**

Humanities:

- HUM 115 - Critical Thinking **Credits: 3**
- HUM 120 - Cultural Studies **Credits: 3**
- HUM 121 - The Nature of America **Credits: 3**
- HUM 122 - Southern Culture **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- HUM 161 - Advanced Film Studies **Credits: 3**
- HUM 170 - The Holocaust **Credits: 3**
- HUM 180 - Internat Cultural Explor **Credits: 3**

Mathematics:

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**
- MAT 273 - Calculus III **Credits: 4**

Music:

- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- MUS 121 - Music Theory I **Credits: 3**
- MUS 122 - Music Theory II **Credits: 3**
- MUS 123 - Music Composition **Credits: 1**
- MUS 131 - Chorus I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1**
- MUS 133 - Band I **Credits: 1**
- MUS 134 - Band II **Credits: 1**
- MUS 135 - Jazz Ensemble I **Credits: 1**
- MUS 136 - Jazz Ensemble II **Credits: 1**
- MUS 137 - Orchestra I **Credits: 1**
- MUS 138 - Orchestra II **Credits: 1**
- MUS 141 - Ensemble I **Credits: 1**
- MUS 142 - Ensemble II **Credits: 1**
- MUS 151 - Class Music I **Credits: 1**
- MUS 152 - Class Music II **Credits: 1**
- MUS 161 - Applied Music I **Credits: 2**
- MUS 162 - Applied Music II **Credits: 2**
- MUS 170 - Business of Music **Credits: 3**
- MUS 210 - History of Rock Music **Credits: 3**
- MUS 211 - History of Country Music **Credits: 3**
- MUS 212 - American Musical Theatre **Credits: 3**
- MUS 214 - Electronic Music I **Credits: 2**
- MUS 215 - Electronic Music II **Credits: 2**
- MUS 221 - Music Theory III **Credits: 3**
- MUS 222 - Music Theory IV **Credits: 3**
- MUS 231 - Chorus III **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1**
- MUS 235 - Jazz Ensemble III **Credits: 1**
- MUS 236 - Jazz Ensemble IV **Credits: 1**
- MUS 237 - Orchestra III **Credits: 1**
- MUS 238 - Orchestra IV **Credits: 1**

- MUS 241 -Ensemble III **Credits: 1**
- MUS 242 -Ensemble IV **Credits: 1**
- MUS 251 -Class Music III **Credits: 1**
- MUS 252 -Class Music IV **Credits: 1**
- MUS 253 -Big Band **Credits: 1**
- MUS 260 -Intro to Music Education **Credits: 2**
- MUS 261 -Applied Music III **Credits: 2**
- MUS 262 -Applied Music IV **Credits: 2**

Physical Education:

- PED 110 -Fit and Well for Life **Credits: 2**
- PED 113 -Aerobics I **Credits: 1**
- PED 117 -Weight Training I **Credits: 1**
- PED 120 -Walking for Fitness **Credits: 1**
- PED 122 -Yoga I **Credits: 1**
- PED 123 -Yoga II **Credits: 1**
- PED 125 -Self-Defense: Beginning **Credits: 1**
- PED 128 -Golf-Beginning **Credits: 1**
- PED 129 -Golf-Intermediate **Credits: 1**
- PED 130 -Tennis-Beginning **Credits: 1**
- PED 131 -Tennis-Intermediate **Credits: 1**
- PED 143 -Volleyball-Beginning **Credits: 1**
- PED 145 -Basketball-Beginning **Credits: 1**
- PED 149 -Flag Football **Credits: 1**
- PED 170 -Backpacking **Credits: 1**
- PED 210 -Team Sports **Credits: 1**
- PED 216 -Indoor Cycling **Credits: 1**
- PED 219 -Disc Golf **Credits: 1**
- PED 233 -Ju-Jitsu **Credits: 1**
- PED 235 -Tai Chi **Credits: 1**

Philosophy:

- PHI 210 -History of Philosophy **Credits: 3**
- PHI 215 -Philosophical Issues **Credits: 3**
- PHI 220 -Western Philosophy I **Credits: 3**
- PHI 230 -Introduction to Logic **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**

Physics:

- PHY 110 -Conceptual Physics **Credits: 3**
- PHY 110A -Conceptual Physics Lab **Credits: 1**
- PHY 151 -College Physics I **Credits: 4**
- PHY 152 -College Physics II **Credits: 4**
- PHY 251 -General Physics I **Credits: 4**

- PHY 252 - General Physics II **Credits: 4**

Political Science:

- POL 110 - Intro Political Science **Credits: 3**
- POL 120 - American Government **Credits: 3**
- POL 210 - Comparative Government **Credits: 3**
- POL 220 - International Relations **Credits: 3**

Psychology:

- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 259 - Human Sexuality **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**

Religion:

- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Sociology:

- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 230 - Race and Ethnic Relations **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**
- SOC 242 - Sociology of Deviance **Credits: 3**

Spanish:

- SPA 111 - Elementary Spanish I **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- SPA 141 - Culture and Civilization **Credits: 3**
- SPA 161 - Cultural Immersion **Credits: 3**
- SPA 181 - Spanish Lab 1 **Credits: 1**
- SPA 182 - Spanish Lab 2 **Credits: 1**
- SPA 211 - Intermediate Spanish I **Credits: 3**
- SPA 212 - Intermediate Spanish II **Credits: 3**
- SPA 221 - Spanish Conversation **Credits: 3**
- SPA 231 - Reading and Composition **Credits: 3**

Total Requirement in Semester Hours: 60-61

Course Descriptions

Please Note:

Prerequisites: A course taken prior to another course.

1. CFCC administers one placement test: NCDAP. Satisfactory scores on placement tests taken at other colleges (SAT, ACT, COMPASS) may be used to waive Reading, Writing and Mathematical prerequisites. See the Placement Test Advising Guide, for additional information or talk with a counselor.
2. Receipt of transfer credit for ENG 111 or above will waive the Reading and/or Writing prerequisites for certain courses.
3. Receipt of a curriculum math credit will waive the prerequisites for certain courses.

Corequisites: A course taken at the same time as another course or prior to the course to be taken.

Some courses in communications, humanities/fine arts, mathematics, natural science, or social/behavioral science may fulfill a general education requirement in one of the following programs: AA (Associate in Arts), AS (Associate in Science), AFA (Associate in Fine Arts), AGE (Associate in General Education), AAS (Associate in Applied Science), DIP (Diploma), or CER (Certificate). Please refer to the programs of study section of this catalog for courses that satisfy each program's general education requirements.

Developmental Math: Effective 2014 Fall, as mandated by the System Office, developmental math has been broken up into eight modules agreed upon and approved by the state. Students who have taken previous developmental math courses should refer to this table to equate current developmental math courses.

MAT 060 = DMA 10, DMA 20, DMA 30

MAT 070 = MSC 210, DMA 50

MAT 080 = DMA 60, DMA 70, DMA 80

Developmental English and Reading: Students who have taken previous developmental English and Reading courses should refer to this table to equate current developmental English and Reading courses.

ENG 075 = DRE 96

ENG 085 = DRE 97

ENG 095 = DRE 98

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

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. (S13509)

ACA 122 - College Transfer Success

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. (S24018)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ACC 120 - Prin of Financial Accounting

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set:

Set 1: Take ENG-095 DMA-010 DMA-020 DMA-030

Set 2: Take RED-090 DMA-010 DMA-020 DMA-030

Set 3: Take DRE-098 DMA-010 DMA-020 DMA-030

Set 4: Take ENG-111 DMA-010 DMA-020 DMA-030

This course introduces business decision-making using 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. (S20278)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ACC 121 - Prin of Managerial Accounting

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take ACC-120; minimum grade C

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. (S20282)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ACC 122 - Prin of Financial Acct II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ACC-120 Minimum grade C

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles. (S20286)

ACC 129 - Individual Income Taxes

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take ACC-120

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 income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (S20283)

ACC 130 - Business Income Taxes

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take ACC-129

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. (S20277)

ACC 140 - Payroll Accounting

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take One: ACC-115 or ACC-120

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. (S24972)

ACC 150 - Accounting Software Appl

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take One: ACC-115 or ACC-120

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 accurately solve accounting problems. (S24974)

ACC 175 - Hotel and Restaurant Acct

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.

****This is a Fall Only Class**.**

(S11585)

ACC 220 - Intermediate Accounting I

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take ACC-120 Take ACC-122

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 extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. (S20836)

ACC 221 - Intermediate Acct II

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take ACC-220

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. (S10687)

ACC 225 - Cost Accounting

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ACC-121

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. (S10695)

OST 136 - Word Processing

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take CIS-110 or CIS-111

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. (S22144)

ANT 210 - General Anthropology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S13262)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ANT 220 - Cultural Anthropology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-095 RED-090 DRE-098 or ENG-111

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. (S10526)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ANT 240 - Archaeology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-095 RED-090 DRE-098 or ENG-111

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. (S10965)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 111 - Art Appreciation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10139)**

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 113 - Art Methods and Materials

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. (S24618)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 114 - Art History Survey I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10200)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 115 - Art History Survey II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10149)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 116 - Survey of American Art

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S10174)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 117 - Non-Western Art History

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S10125)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 118 - Art by Women

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides an analytical study of the works of representative female artists. Emphasis is placed on the historical and cultural contexts, themes, and aesthetic features of individual works. Upon completion, students should be able to interpret, analyze, and discuss selected works. (S22465)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 121 - Two-Dimensional Design

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

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. (S23014)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 122 - Three-Dimensional Design

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

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. (S23015)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 131 - Drawing I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

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. (S10812)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 132 - Drawing II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-131

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. (S10831)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 135 - Figure Drawing I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-131

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. (S16219)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 171 - Computer Art I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

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. (S10922)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 212 - Gallery Assistantship I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. (S24621)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 214 - Portfolio and Resume

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume. (S25044)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 231 - Printmaking I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. (S10482)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 232 - Printmaking II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-231

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. (S10421)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 235 - Figure Drawing II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-135

This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. (S10465)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 240 - Painting I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

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. (S11426)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 241 - Painting II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-240

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. (S11518)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 245 - Metals I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects. (S11515)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 246 - Metals II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-245

This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. (S11473)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 247 - Jewelry I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry. (S11479)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 248 - Jewelry II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-247

This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonne, and plique-a-jour. Upon

completion, students should be able to create jewelry which demonstrates originality. (S11436)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 260 - Photography Appreciation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. (S12736)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 261 - Photography I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. (S11371)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 262 - Photography II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-261

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. (S11289)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 264 - Digital Photography I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. (S24622)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 265 - Digital Photography II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-264

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. (S24620)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 266 - Videography I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, storyboarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. (S11306)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 267 - Videography II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-266

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. (S11402)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 271 - Computer Art II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-171

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. (S10264)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 275 - Introduction to Graphic Design

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience. (S24464)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 276 - Interactive Media Design

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course introduces students to the concepts and techniques used in designing and producing interactive projects. Emphasis is placed on the interactive development process, aesthetics of visual solutions, technical proficiency, and graphical user interface (GUI) with projects including digital imaging, web design, simple animation, graphics and copyright issues. Upon completion, students should be able to use contemporary software to solve a variety of multimedia problems for a range of platforms and devices that may include web-based interaction, mobile devices or other emerging technology. (S24476)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 281 - Sculpture I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. (S16229)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 282 - Sculpture II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-281

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. (S12071)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 283 - Ceramics I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

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. (S11998)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 284 - Ceramics II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-283

This course covers advanced handbuilding 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. (S12018)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 285 - Ceramics III

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-284

This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. (S11957)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ART 286 - Ceramics IV

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ART-285

This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium. (S12082)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

AST 111 - Descriptive Astronomy

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take AST-111A

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. (S10553)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

AST 111A - Descriptive Astronomy Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take AST-111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. **This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S13670)**

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

AST 151 - General Astronomy I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10092)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

AST 151A - General Astronomy I Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take AST-151

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10019)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

AST 152 - General Astronomy II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take AST-151

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. (S10028)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

AST 152A - General Astronomy II Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take AST-151 Take AST-152

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course is approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. (S12436)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 106 - Intro to Anat/Phys/Micro

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 or RED-090 or DRE-098 or ENG-111

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. (S14010)

BIO 110 - Principles of Biology

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, 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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24019)*

Additional Course Information: For internet sections of this course, a Custom Lab Kit may be required. Please consult your instructor for requirements.

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 111 - General Biology I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. (S24020)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 112 - General Biology II

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take BIO-111

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, 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. (S24021)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 120 - Introductory Botany

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take One: BIO-110 or BIO-111

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. (S13789)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 130 - Introductory Zoology

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take One: BIO-110 or BIO-111

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. (S11571)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 140 - Environmental Biology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111 Take BIO-140A

Corequisites: Take BIO-140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. (S14156)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 140A - Environmental Biology Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take BIO-140 Take one: ENG-095 RED-090 DRE-098 or ENG-111

Corequisites: Take BIO-140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. (S13084)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 143 - Field Biology Minicourse

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. (S14183)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 150 - Genetics in Human Affairs

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: BIO-110 or BIO-111

This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. (S12454)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 163 - Basic Anat & Physiology

Class: 4 Lab: 2 Clinical: 0 **Credits: 5**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S13508)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 168 - Anatomy and Physiology I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take one: DRE-098 or ENG-095 or RED-090 or ENG-111

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. (S11555)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 169 - Anatomy and Physiology II

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take BIO-168

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. (S11629)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 173 - Microbes in World Affairs

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: BIO-110 or BIO-111 Take ENG-095 RED-090 or ENG-111

This course provides an integrated and comprehensive study of the microbial world and its influence on global events and human affairs. Topics include plant and animal diseases caused by viral, bacterial, and fungal pathogens and their impacts on history, industrial microbiology, biotechnology, and microbial

ecology. Upon completion, students should be able to demonstrate an understanding of the importance of microbes in human and world affairs. (S12302)

BIO 175 - General Microbiology

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: BIO-110, BIO-111, BIO-163, BIO-165, or BIO-168

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. (S20491)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 250 - Genetics

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take BIO-112

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. (S12198)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BIO 275 - Microbiology

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

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. (S22585)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BPA 120 - Petit Fours & Pastries

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CUL-110 and CUL-160

This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries

utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings. (S22827)

BPA 130 - European Cakes and Tortes

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CUL-110 and CUL-160

This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher.

****This is a Fall Only Class**.**

(S22828)

BPA 150 - Artisan & Specialty Bread

Class: 1 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take All: CUL-110 and CUL-160

This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.

****This is a Spring Only Class.****

(S20739)

BPA 165 - Hot and Cold Desserts

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CUL-110 and CUL-160

This course covers the principles and techniques of frozen desserts, soufflés, cobblers, crisps, and strudel dough products. Topics include bombes, parfaits, baked Alaska, ice cream, sorbets, sherbets and granites; hand-stretched strudel products, crepes, and hot/cold soufflés. Upon completion, student should be able to prepare and plate hot and cold desserts with suitable sauces and garnishes.

****This is a Spring Only Class.****

(S22829)

BPA 210 - Cake Design & Decorating

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CUL-110 and CUL-160

This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes.

****This is a Spring Only Class.****

(S22830)

BPA 220 - Confection Artistry

Class: 1 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take All: CUL-110 and CUL-160

This course introduces the principles and techniques of decorative sugar work and confectionary candy. Topics include nougat, marzipan modeling, pastillage and cocoa painting, confection candy and a variety of sugar techniques including blown, spun, poured and pulled. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations.

****This is a Fall Only Class**.**

(S20764)

BPA 230 - Chocolate Artistry

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CUL-110 and CUL-160

This course provides a study in the art and craft of chocolate. Topics include chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to properly evaluate tempered chocolate and produce a variety of chocolate candies and decorative elements for garnishing desserts.

****This is a Spring Only Class.** (S22831)**

BPA 230A - Chocolate Artistry Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take All: CUL-110 and CUL-160

Corequisites: Take BPA-230

This course provides a laboratory experience for enhancing student skills in the art and craft of chocolate. Emphasis is placed on chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to demonstrate a basic proficiency in the preparation of decorative chocolate centerpieces, garnishes and candies.

****This is a Spring Only Class.** (S22803)**

BPA 240 - Plated Desserts

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CUL-110 and CUL-160

This course provides a study in the elements and principles of design as they relate to plated desserts. Topics include plate composition, portioning, flavor pairings, textures, temperatures, eye appeal, balance, color harmony and plate decorating/painting techniques such as stenciling and chocolate striping. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques.

****This is a Fall Only Class**.**

(S22832)

BPA 250 - Dessert/Bread Production

Class: 1 Lab: 8 Clinical: 0 **Credits: 5**

Prerequisites: Take BPA-150

This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices. (S23072)

BPA 260 - Pastry & Baking Marketing

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take: BPA-150 and BPA-210

Corequisites: Take BPA-250

This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience.

****This is a Spring Only Class.**** (S22834)

BTB 101 - Boat Building I

Class: 5 Lab: 15 Clinical: 0 **Credits: 10**

Corequisites: Take DFT-100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; building station molds; and setting up the building jig prior to planking a boat. Upon completion, students should be able to set up a building jig for any boat and use it for the planking process. (S23276)

BTB 101A - Boat Bldg I (part 1)

Class: 2 Lab: 8 Clinical: 0 **Credits: 5**

Corequisites: Take DFT-100

Restrictions: Must be enrolled in 35120 Boat Building Diploma or Certificate

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry. Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods. This course is restricted to diploma and/or certificate programs. (L22868)

BTB 101AB - Boat Building I

Class: 3 Lab: 6 Clinical: 0 **Credits: 5**

Prerequisites: Take DFT-100

Corequisites: Take DFT-100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; building station molds; and setting up the building jig prior to planking a boat. Upon completion, students should be able to set up a building jig for any boat and use it for the planking process. (L25548)

BTB 101B - Boat Bldg I (part 2)

Class: 2 Lab: 8 Clinical: 0 **Credits: 5**

Prerequisites: Take BTB-101A DFT-100

Restrictions: Must be enrolled in 35120 Boat Building Diploma or Certificate

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry. Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods. This course is restricted to diploma and/or certificate programs. (L22869)

BTB 101BB - Boat Building I

Class: 2 Lab: 9 Clinical: 0 **Credits: 5**

Prerequisites: Take DFT-100 Take BTB-101AB

Corequisites: Take DFT-100, BTB-101AB

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; building station molds; and setting up the building jig prior to planking a boat. Upon completion, students should be able to set up a building jig for any boat and use it for the planking process. (L25549)

BTB 102 - Boat Building II

Class: 4 Lab: 15 Clinical: 0 **Credits: 9**

Prerequisites: Take BTB-101

This course introduces more advanced hull development. Topics include advanced lofting, building jigs and birdcage building forms, wood and composite lamination techniques, marine finishing materials and methods, and quality control procedures. Upon completion, students should be able to build, fit out, and finish a small boat using modern fabrics, core materials, and methods of construction. (S23277)

BTB 103 - Yacht Joiner Practices I

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

Prerequisites: Take BTB-101

Corequisites: Take BTB-102

This course introduces the fundamental skills and attention to detail necessary to fine yacht joinery. Emphasis is placed on fitting, mortise/tenon, and dowel joints; fitting dados in grooves; and building a project to close tolerances from a blueprint. Upon completion, students should be able to build a cabinet carcass with face frame, round corner posts, laminate surfaces, and a dove-tailed drawer. (S23278)

BTB 104 - Yacht Joiner Practices II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take BTB-103

Corequisites: Take BTB-102 and BTB-105

This course covers advanced yacht joiner practices and emphasizes finishing cabinets and rough-in of yacht interiors. Topics include manufacturing and fitting moldings, door construction methods, bright work finishing, and bulkhead and cabin sole fitting and installation. Upon completion, students should be able to build raised panel doors and moldings, apply modern finishes, and rough in bulkheads, soles, and yacht furniture. (S23279)

BTB 105 - Yacht Repair/Renovation

Class: 3 Lab: 4 Clinical: 0 **Credits: 5**

Prerequisites: Take BTB-102

This course introduces repair/renovation principles and methods for wood and fiberglass boats. Emphasis is placed on surveying boats for needed repairs, planning repairs, and estimating costs in tools, materials, and techniques used in repair and renovation. Upon completion, students should be able to plan and execute repairs in wood and fiberglass boats (structural and cosmetic) and execute marine refinishing techniques. (S23280)

BTB 106 - Engine Install/Systems

Class: 2 Lab: 9 Clinical: 0 **Credits: 5**

This course familiarizes students with marine engines and related systems, installation, troubleshooting and minor repairs. Topics covered are drivetrains and cooling, fuel, exhaust, and electrical systems for a typical inboard engine. Upon completion, students should be able to install, troubleshoot, and perform minor repairs on marine engines and related systems. (S21974)

BTB 107 - Boat Electrical Systems

Class: 2 Lab: 9 Clinical: 0 **Credits: 5**

This course teaches students the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats. Topics covered are electrical system and wiring sizing, batteries, wire harnesses, distribution panels, electronic component installation, and electrical system troubleshooting. Upon completion, students should be able to install a complete electrical system on a mock-up yacht. (S21975)

BTB 108 - Boat Plumbing Systems

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

This course is an introduction to the plumbing systems used on modern yachts. Topics will include pressurized hot water systems, water closets, sanitation systems, thru hulls, and sea cocks. Upon completion, students should be able to install heads, showers, and drains found on yachts. (S23843)

BTB 109 - Yacht Rigging

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course provides an introduction of Marlinspike Seamanship, rigging and tuning masts, and commissioning yachts. Topics covered are knot tying, whipping lines, standing and running rigging on spars, maintaining winches, anchoring systems and care and rigging of sails. Upon completion, students should be able to efficiently complete yacht rigging competencies to industry standards. (S2381)

BTB 110 - Fiberglass Boat Bldg I

Class: 2 Lab: 9 Clinical: 0 **Credits: 5**

This course introduces fiberglass boat building using polyester and vinylester resins in conjunction with single skin and composite covered construction. Topics covered are the types and uses of resins, fabrics, and cores, and chopper and gelcoat guns. Upon completion, students should be able to build a composite core boat and a single skin boat. (S21978)

BTB 111 - Fiberglass Boat Bldg II

Class: 2 Lab: 9 Clinical: 0 **Credits: 5**

Prerequisites: Take BTB-110

This course covers the skills necessary to build fiberglass molds for hulls and decks. Topics include the proper use of tooling gelcoats, proper lay-ups, heat problems during lay-ups, reinforcing techniques and resin infusion. Upon completion, students should be able to build a female mold, a "quickie" female deck mold and various "quickie" male molds for custom parts. (S21979)

BTB 112 - Fiberglass Boat Repairs

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers many aspects of fiberglass hull and deck repair. Topics include performing repairs on single skin hulls, composite hulls, decks and gelcoats. Upon completion, students should be able to demonstrate skills necessary to repair damaged laminates to boat industry standards. (S21980)

BTB 115 - Hull and Joinerwork Prep

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

This course covers the proper techniques for prepping all boat surfaces for stain, paint or varnish. Emphasis is placed on the safe use of faring and glazing compounds and various primers. Upon completion, students should be able to demonstrate the techniques required to prepare a boat hull for various finishes and topcoats. (S23862)

DFT 100 - Marine Drafting

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Corequisites: Take BTB-101

This course introduces the student to the art of lofting. Topics include utilization of architectural ruler, battens, bevelsticks, trammel points and other lofting tools in order to draw a full size boat from a lines drawing. Upon completion, students should be able to loft a boat full size, determine stem and station bevels, draw deck crown, and expand transoms. (S23283)

BPR 111 - Print Reading

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

****This is a Fall Only Class**.**

(S23466)

BPR 121 - Blueprint Reading-Mech

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take One: BPR-111 or MAC-131

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.

****This is a Spring Only Class.****

(S10436)

BPR 130 - Print Reading-Construction

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents. (S23275)

CAR 111 - Carpentry I

Class: 3 Lab: 15 Clinical: 0 **Credits: 8**

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. (S16248)

CAR 112 - Carpentry II

Class: 3 Lab: 15 Clinical: 0 **Credits: 8**

Prerequisites: Take CAR-111

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.

****This is a Spring Only Class.****

(S16249)

CAR 113 - Carpentry III

Class: 3 Lab: 9 Clinical: 0 **Credits: 6**

Prerequisites: Take CAR-111

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.

****This is a Summer Only Class.****

(S11773)

CAR 113A - Carpentry III - a

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take CAR-111

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. (L23142)

CAR 113B - Carpentry III - B

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CAR-111

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. (L23143)

CAR 114 - Residential Bldg Codes

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Summer Only Class.****

(S11702)

CAR 115 - Res Planning/Estimating

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take BPR-130

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.

****This is a Spring Only Class.****

(S11735)

CHM 130 - Gen, Org, & Biochemistry

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: RED-090 DMA-010 DMA-020 DMA-030 Set 2: ENG-095 DMA-010 DMA-020 DMA-030 Set 3: ENG-111 DMA-010 DMA-020 DMA-030 Set 4: DRE-098 DMA-010 DMA-020 DMA-030

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. (S12547)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CHM 130A - Gen, Org, & Biochem Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take CHM-130

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. (S10032)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CHM 131 - Introduction to Chemistry

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: RED-090 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 2: ENG-095 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 3: ENG-111 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 4: DRE-098 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Take CHM-131A

Corequisites: Take CHM-131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. (S12692)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CHM 131A - Intro to Chemistry Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take CHM-131 Take One Set: Set 1: RED-090 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 2: ENG-095 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 3: ENG-111 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 4: DRE-098 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050

Corequisites: Take CHM-131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. (S12403)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CHM 132 - Organic and Biochemistry

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take one set: Set 1: CHM-131 and CHM-131A Set 2: CHM-151

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. (S20490)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CHM 151 - General Chemistry I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080

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. (S12258)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CHM 152 - General Chemistry II

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take CHM-151

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S12137)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CHM 251 - Organic Chemistry I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take CHM-152

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. (S13152)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CHM 252 - Organic Chemistry II

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take CHM-251

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. (S13184)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CCT 250 - Network Vulnerabilities I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: CTI-120 or NET-110

Also take CET-130

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.

****This is a Spring Only Class**.** (S24040)

CCT 251 - Network Vulnerabilities II

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take CCT-250

This course advances students' knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation. (S21750)

CCT 260 - Mobile Phone Examination

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take CET-150

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving mobile phones. Topics include the basics of the cellular networks as well as data extraction from GSM, iDEN and CDMA handsets. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from GSM, iDEN and CDMA handsets. (S22653)

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE 098, DMA 010, DMA 020, DMA 030, and DMA 040

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 computers and use the computer to solve problems. (S21058)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CIS 111 - Basic PC Literacy

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

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. (S21059)

CSC 153 - C# Programming

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CIS-115 or CSC-151

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, debug, and implement objects using the appropriate environment at the beginning level.

****This is a Summer Only Class**.**

(S21077)

CTI 135 - Introduction to Green IT

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course provides the skills to implement environmentally sound techniques such as disposal, conservation of power, and reduction of an organization's carbon footprint. Topics include identifying Green organizations and standards, implementing virtualization on IT systems, and calculating the ROI involved in implementing green initiatives. Upon completion, students should be able to develop an environmental policy for a computer network infrastructure. (S23156)

CTI 141 - Cloud & Storage Concepts

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take CTS-220

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems. (S23206)

CTI 241 - Virtualization Admin II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take CTI-240

This course covers administration of datacenter virtualization infrastructure. Topics include access control, fault tolerance, scalability, resource management, virtual machine migration and troubleshooting. Upon completion, students should be able to perform tasks related to virtualization security, data protection and resource monitoring. (S23208)

CTS 220 - Adv Hard/Software Support

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CTS-120

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. (S21005)

DBA 110 - Database Concepts

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CIS-110 or CIS-111

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. (S21017)

DBA 120 - Database Programming I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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. (S21020)

NET 110 - Networking Concepts

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. (S21056)

NOS 230 - Windows Administration I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take NOS-130(S24049);

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. (S24041)

SEC 110 - Security Concepts

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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. (S23204)

WEB 111 - Intro to Web Graphics

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery. (S22416)

WEB 151 - Mobile Application Dev I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take CSC-120

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices. (S23076)

WEB 210 - Web Design

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take CTI-110(S22510) or CET-172

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. (S22061)

WEB 213 - Internet Mkt & Analytics

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans.

****This is a Spring Only Class**.**

(S23077)

COM 110 - Introduction to Communication

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. (S13264)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

COM 120 - Intro Interpersonal Com

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S21722)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

COM 140 - Intro Intercultural Com

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. (S22118)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

COM 150 - Intro. to Mass Comm.

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

Corequisites: Take one: ENG-112 or ENG-113 or ENG-114

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society. (S22466)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

COM 160 - Small Group Communication

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides an overview of the theory, practice, and critical analysis of communication in the small group setting. Emphasis is placed on group development, conflict, and conformity; leadership skills and styles; group roles and ranks; and decision making, problem solving, and conflict resolution. Upon completion, students should be able to apply topics of gender, culture, and social-emotional functions within group settings. (S21739)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

COM 231 - Public Speaking

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17](S12601)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

COS 111 - Cosmetology Concepts I

Class: 4 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

Corequisites: Take COS-112

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. (S12363)

COS 111A - Cosmetology Concepts I a

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take ENG-085 RED-080 ENG-095 RED-090 or ENG-111; Take COS-112

Corequisites: Take COS-112

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. (L23138)

COS 111B - Cosmetology Concepts I B

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take ENG-085 RED-080 ENG-095 RED-090 or ENG-111; Take COS-112

Corequisites: Take COS-113

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. (L23139)

COS 112 - Salon I

Class: 0 Lab: 24 Clinical: 0 **Credits: 8**

Corequisites: Take COS-111

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. (S12316)

COS 112A - Salon I - a

Class: 0 Lab: 12 Clinical: 0 **Credits: 4**

Prerequisites: Take COS-111

Corequisites: Take COS-111

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. (L23140)

COS 112B - Salon I - B

Class: 0 Lab: 12 Clinical: 0 **Credits: 4**

Prerequisites: Take COS-111

Corequisites: Take COS-111

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. (L23141)

COS 113 - Cosmetology Concepts II

Class: 4 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take All: COS-111 and COS-112

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. (S24638)

COS 113AB - Cosmetology Concepts II

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take COS-114AB Take COS-111 COS-112;

Corequisites: Take COS-114AB

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. (L25680)

COS 113BB - Cosmetology Concepts II

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take COS-114BB Take COS-111 COS-112;

Corequisites: Take COS-114BB

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. (L25681)

COS 114 - Salon II

Class: 0 Lab: 24 Clinical: 0 **Credits: 8**

Prerequisites: Take All: COS-111 and COS-112

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. (S24639)

COS 114AB - Salon II

Class: 0 Lab: 12 Clinical: 0 **Credits: 4**

Prerequisites: TAKE COS-113AB Take COS-111 COS-112; Take COS-113AB

Corequisites: TAKE COS-113AB

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. (L25682)

COS 114BB - Salon II

Class: 0 Lab: 12 Clinical: 0 **Credits: 4**

Prerequisites: Take COS-113BB Take COS-111 COS-112; Take COS-113AB Take COS-114-AB Take COS-113BB

Corequisites: Take COS-113BB

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. (L25683)

COS 115 - Cosmetology Concepts III

Class: 4 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take All: COS-111 and COS-112

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.

****This is a Summer Only Class.****

(S24640)

COS 116 - Salon III

Class: 0 Lab: 12 Clinical: 0 **Credits: 4**

Prerequisites: Take All: COS-111 and COS-112

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.

****This is a Summer Only Class.****

(S24641)

COS 117 - Cosmetology Concepts IV

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take All: COS-111 and COS-112 Take COS-113 or COS-115

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. (S24642)

COS 118 - Salon IV

Class: 0 Lab: 21 Clinical: 0 **Credits: 7**

Prerequisites: Take All: COS-111 and COS-112 Take COS-114 or COS-116

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.

(S24643)

COS 119 - Esthetics Concepts I

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

Corequisites: Take COS-120

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

(S12170)

COS 120 - Esthetics Salon I

Class: 0 Lab: 18 Clinical: 0 **Credits: 6**

Corequisites: Take COS-119

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting. (S10851)

COS 125 - Esthetics Concepts II

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take COS-119 COS-120

Corequisites: Take COS-126

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements. (S10785)

COS 126 - Esthetics Salon II

Class: 0 Lab: 18 Clinical: 0 **Credits: 6**

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians. (S24328)

COS 223 - Contemp Hair Coloring

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take All: COS-111 and COS-112

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

****This is a Spring Only Class.****

(S10820)

COS 224 - Trichology & Chemistry

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

****This is a Summer Only Class.****

(S10836)

COS 240 - Contemporary Design

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take All: COS-111 and COS-112

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

****This is a Spring Only Class.****

(S10391)

COS 253 - Esthetics Ins. Concepts I

Class: 6 Lab: 15 Clinical: 0 **Credits: 11**

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting. (S13101)

Additional Course Information: Valid NC Cosmetology or Esthetician License is required.

COS 254 - Esthetic Ins. Concepts II

Class: 6 Lab: 15 Clinical: 0 **Credits: 11**

Prerequisites: Take COS-253

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements. (S13008)

COS 260 - Design Applications

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

****This is a Spring Only Class.****

(S11199)

COS 271 - Instructor Concepts I

Class: 5 Lab: 0 Clinical: 0 **Credits: 5**

Corequisites: Take COS-272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. (S11990)

Additional Course Information: Valid NC Cosmetology License is required.

COS 272 - Instructor Practicum I

Class: 0 Lab: 21 Clinical: 0 **Credits: 7**

Corequisites: Take COS-271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. (S12026)

COS 273 - Instructor Concepts II

Class: 5 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take: COS-271 and COS-272

Corequisites: Take COS-274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records. (S11965)

COS 274 - Instructor Practicum II

Class: 0 Lab: 21 Clinical: 0 **Credits: 7**

Prerequisites: Take All: COS-271 and COS-272

Corequisites: Take COS-273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. (S12083)

CTC 110 - Chemical Safety & Technology

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course covers chemical safety and terminology with a focus on applications to chemical technology. Topics include chemical hazards, safe handling, storage, hazard recognition and control, waste management, OSHA regulations, and terminology used in a laboratory setting. Upon completion, students should be able to identify potential chemical safety hazards and the appropriate procedures to remediate such hazards. (S24926)

CTC 111 - Basic Chemistry I

Class: 4 Lab: 6 Clinical: 0 **Credits: 7**

This course introduces the basic principles of chemistry with emphasis on applications to chemical technology. Topics include measurement, elements, compounds, moles, solutions, reactions, gases, molecular structure, electron configurations, nomenclature, periodic trends, stoichiometry, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures.

****This is a Fall Only Class**.**

(S22570)

CTC 112 - Basic Chemistry II

Class: 4 Lab: 6 Clinical: 0 **Credits: 7**

Prerequisites: Take CTC 111

This course introduces solubility, electrochemistry, chemical kinetics, chemical equilibrium, acid/base chemistry, and nuclear chemistry. Topics include solubility products, element families, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures.

****This is a Spring Only Class.****

(S22577)

CTC 114 - Wet Laboratory Techniques

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

This course introduces basic wet laboratory methods with emphasis on applications in chemical technology. Topics include measurements, physical property identification, separation techniques, gravimetric analysis, titrations, qualitative and quantitative methods, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures. (S24927)

CTC 115 - Quality Control Laboratory

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

This course introduces quality control procedures with emphasis on applications in chemical technology. Topics include ISO 9000, calibration curves, reagent blanks, internal standards, detection limits, and terminology used in a quality controlled laboratory. Upon completion, students should be able to demonstrate an understanding of quality control and assurance in routine laboratory procedures. (S24928)

CTC 120 - Organic Chemistry I

Class: 2 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take CTC-111

This course covers the nomenclature and properties of organic functional groups with a focus on applications to chemical technology. Emphasis is placed on properties of aliphatic and aromatic hydrocarbons, including alkanes, cycloalkanes, alkenes, alkynes, alcohols and ethers. Upon completion, students should be able to name, identify, and predict reactions for organic molecules.

****This is a Spring Only Class.****

(S22578)

CTC 140 - Organic Processes

Class: 2 Lab: 10 Clinical: 0 **Credits: 7**

Prerequisites: Take CTC-120

This course introduces a chemical technology "real world" laboratory experience. Topics include stereochemistry, delocalization, substitution, elimination reactions and basic laboratory methods such as distillation, extraction, and the use of IR and UV-VIS. Upon completion, students should be able to demonstrate competence in the laboratory techniques presented as well as predict organic reactions.

(S22579)

CTC 145 - Advanced Laboratory Methods

Class: 1 Lab: 10 Clinical: 0 **Credits: 6**

Prerequisites: Take One: CTC-114 or CTC-115

This course introduces advanced techniques in a laboratory environment. Topics include synthesis, distillation, extraction, recrystallization, reflux techniques and the use of instrumentation to determine purity. Upon completion, students should be able to identify common glassware and perform advanced synthesis techniques presented. (S24929)

CTC 150 - Standards & Solutions

Class: 1 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take One: CTC-114 or CTC-115

This course introduces proper procedures for solution preparation in a chemical laboratory environment and the analytical methods used in substance identification. Topics include molarity, normality, dilution, parts per million (ppm), parts per billion (ppb), weight/volume percent, the use of calibration curves and standards, laboratory techniques and analytical equipment used to analyze solutions. Upon completion, students should be able to prepare common laboratory solutions used in an analytical laboratory (S24930)

CTC 210 - Forensic Laboratory

Class: 1 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CTC-145

This course introduces forensic chemistry and related laboratory techniques. Topics include the application of laboratory techniques and analytical equipment to compounds associated with blood alcohol content,

illicit drugs, questioned document analysis, arson investigation, gunshot residues, and DNA. Upon completion, students should be able to perform common laboratory methods used in a forensic chemistry laboratory. (S24931)

CTC 220 - Organic Chemistry II

Class: 3 Lab: 6 Clinical: 0 **Credits: 6**

Prerequisites: Take CTC-140

This course covers in intermediate nomenclature and properties of organic functional groups with emphasis on applications to chemical technology. Topics include the preparation, reactions, and analysis of alcohols, amines, ethers, epoxides, and carbonyl compounds. Upon completion, students should be able to predict products from intermediate reactions and determine structures of organic compounds by utilizing IR, UV, and RI.

****This is a Fall Only Class**.**

(S22580)

CTC 230 - Biochemistry

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

Prerequisites: Take CTC-140

This course introduces chemistry at the biological level. Topics include nitrogen compounds, polymers, stereochemistry, carbohydrates, lipids, amino acids, proteins, nucleic acids, protein and nucleic purification, electrophoresis, PCR, and enzymes. Upon completion, students should be able to recognize biologically active compounds, describe their structure and activity, and predict organic products of biological reactions.

****This is a Spring Only Class.****

(S24094)

CTC 235 - Food Chemistry

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take CTC-145

This course introduces food chemistry and corresponding laboratory techniques. Topics include carbohydrates, lipids, amino acids, proteins, preservatives, antibiotics, laboratory techniques and analytical equipment used to analyze these classes of compounds. Upon completion, students should be able to recognize biologically active compounds, describe their structure, and perform common laboratory methods used in the food industry. (S24932)

CTC 240 - Instru I: Spectroscopy

Class: 2 Lab: 8 Clinical: 0 **Credits: 6**

Prerequisites: Take One: CTC-114 or CTC-115

This course covers a appropriate use of equipment and instruments in pharmaceutical and industrial settings as well as qualitative chemical analysis of selected inorganic ions. Emphasis is placed on sample preparation, statistical parameters, titrations, potentiometric methods and various forms of spectroscopy, including UV, AA, AE, IR, NMR, and mass spectroscopy. Upon completion, students should be able to carry out all analytical schemes presented.

****This is a Fall Only Class**.**

(S24923)

CTC 250 - Instru II: Chromatography

Class: 2 Lab: 8 Clinical: 0 **Credits: 6**

Prerequisites: Take One: CTC-114 or CTC-115

This course covers the use of various instruments and analytical methods in pharmaceutical, academic, or industrial settings. Emphasis is placed on various forms of chromatography, including GC, HPLC, IC, TLC, and size exclusion, as well as chemiluminescence and radioactive labels. Upon completion, students should be able to carry out all analytical schemes presented and be able to utilize all applicable instruments.

****This is a Spring Only Class.****

(S24924)

CTC 260 - Chemical Technology Capstone

Class: 1 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take One: CTC-240 or CTC-250

This course is designed to assemble major aspects of the chemical technology field. Emphasis is placed on students completing a small-scale research project in their specialty area. Upon completion, students should be able to develop or modify a laboratory experiment in a current publication or scientific journal, perform tests, and incorporate the data into a formal report and oral presentation. (S24933)

CET 172 - Internet Technologies

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

The goal of this course is to provide an introduction to Internet technologies and prepare students to pass vendor independent internet technology certification exams. Topics cover using different Internet protocols, programming on the Internet, the OSI model, the Internet infrastructure, security, and e-commerce. Upon completion, students should be prepared to take vendor independent Internet technology certification exams. (S21775)

SEC 260 - Security Admin II

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take SEC-160 Take NET-125 NET-126

This course provides the skills necessary to design and implement information security controls. Topics include advanced networking and TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal and anomalous network traffic, identify common network attack patterns, and implement security solutions. (S21115)

CTS 285 - Systems Analysis & Design

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take CIS 115

Corequisites: 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. (S21012)

CTS 289 - System Support Project

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take CTS 285

Corequisites: 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. (S21015)

CVS 160 - CVS Clinical Ed I

Class: 0 Lab: 4 Clinical: 0 **Credits: 5**

Restrictions: Must be enrolled in Cardiovascular Sonography (D45160) program

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (S23618)

CVS 161 - CVS Clinical Ed II

Class: 0 Lab: 0 Clinical: 0 **Credits: 8**

Prerequisites: Take CVS-160

Restrictions: Must be enrolled in Cardiovascular Sonography (D45160) program

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (S10218)

CVS 162 - CVS Clinical Ed III

Class: 0 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take CVS-161

Restrictions: Must be enrolled in Cardiovascular Sonography (D45160) program

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (S10146)

CVS 163 - Echo I

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Restrictions: Must be enrolled in Cardiovascular Sonography (D45160) program

This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies. (S10197)

CVS 164 - Echo II

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take CVS-163

Restrictions: Must be enrolled in Cardiovascular Sonography (D45160) program

This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies. (S10106)

CVS 260 - CVS Clinical Ed IV

Class: 0 Lab: 0 Clinical: 0 **Credits: 8**

Prerequisites: Take CVS-162

Restrictions: Must be enrolled in Cardiovascular Sonography (D45160) program

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (S11772)

CVS 261 - CVS Clinical Ed V

Class: 0 Lab: 0 Clinical: 0 **Credits: 8**

Prerequisites: Take CVS-260

Restrictions: Must be enrolled in Cardiovascular Sonography (D45160) program

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (S11708)

CVS 277 - Cardiovascular Topics

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Cardiovascular Sonography (D45160) program

This course provides an overview of cardiovascular topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to sit for the registry examinations. (S22965)

ECO 151 - Survey of Economics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S13257)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ECO 251 - Prin of Microeconomics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11774)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ECO 252 - Prin of Macroeconomics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11710)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EDU 216 - Foundations of Education

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-098

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the

federal, state and local level. (S25132)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRE 96 - Integrated Reading and Writing

Class: 2.5 Lab: 1 Clinical: 0 **Credits: 3**

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: (TM) stands for registered trademark. (S23641)

DRE 97 - Integrated Reading Writing II

Class: 2.5 Lab: 1 Clinical: 0 **Credits: 3**

Prerequisites: TAKE DRE-096

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark. (S23642)

DRE 98 - Integrated Reading Writing III

Class: 2.5 Lab: 1 Clinical: 0 **Credits: 3**

Prerequisites: TAKE DRE-097

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark. (S23643)

DRE 99 - Integrated Reading Writing III

Class: 2 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: TAKE DRE-097 Take ENG-111

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward

understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark. (S23644)

ENG 1 - English Skills Support

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course is designed to supplement the skills introduced in ENG-111 with emphasis placed on the editing and revision components of the writing process. Topics include concepts, skills, writing in a variety of genres and formats using a recursive process, and effective use of rhetorical strategies, with emphasis placed on the editing and revision components of the writing process. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. (S24825)

ENG 101 - Applied Communications I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S12858)

ENG 102 - Applied Communications II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S12952)

ENG 111 - Writing and Inquiry

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: DRE-098 ENG-002

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24022)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 112 - Writing/Research in the Disc

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into

documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. (S24024)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 113 - Literature-Based Research

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

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. (S13650)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

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. (S13706)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 125 - Creative Writing I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

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. (S16350)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 126 - Creative Writing II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-125

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. (S12088)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 131 - Introduction to Literature

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

Corequisites: Take One: ENG-112, ENG-113, or ENG-114

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. (S14000)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 231 - American Literature I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

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 analyze and interpret literary works in their historical and cultural contexts. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24025)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 232 - American Literature II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

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 analyze and interpret literary works in their historical and cultural contexts. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24026)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 241 - British Literature I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-112, ENG-113, or ENG-114

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. (S11763)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 242 - British Literature II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

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. (S11698)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 261 - World Literature I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

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. (S12708)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 262 - World Literature II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

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. (S12600)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 272 - Southern Literature

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

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. (S13535)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 273 - African-American Literature

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

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. (S13578)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENG 274 - Literature by Women

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

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. (S13548)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ENT 114 - Entertainment Law

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: None

Corequisites: None

This course provides an introduction to legal aspects of the entertainment industry. Topics include performance rights, songwriting and personal appearance contracts, copyright law, trademarks, and the like. Upon completion, students should be able to explain the basic elements of a contract, recognizing, explaining, and evaluating elements of law that pertain to entertainment. (S10258)

FRE 111 - Elementary French I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 ENG-095 RED-080 RED-090 DRE-097 DRE-098 or ENG-111

Corequisites: Take FRE-181

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. (S1154)

Additional Course Information: Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for FRE-111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

FRE 112 - Elementary French II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take FRE-111

Corequisites: Take FRE-182

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. (S11626)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

FRE 181 - French Lab 1

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take one: ENG-085 ENG-095 RED-080 RED-090 DRE-097 DRE-098 or ENG-111

Corequisites: Take FRE-111

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. (S10406)

Additional Course Information: Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for FRE-111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language

courses.

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

FRE 182 - French Lab 2

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take FRE-181

Corequisites: Take FRE-112

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. (S10371)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

FRE 211 - Intermediate French I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take FRE-112

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. (S12685)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

FRE 212 - Intermediate French II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take FRE-211

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. (S12610)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GEL 111 - Geology

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24027)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GEL 113 - Historical Geology

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One: GEL-111 or GEL-120

Take One: ENG-095 or RED-090 or DRE-098 or ENG-111

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. (S20058)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GEL 120 - Physical Geology

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take ENG-095 RED-090 DRE-098 or ENG-111

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. (S10883)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GEL 220 - Marine Geology

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One: GEL-111 or GEL-120

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. (S21172)

GEL 230 - Environmental Geology

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One: GEL-111, GEL-120, or PHS-130 Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S20238)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GER 111 - Elementary German I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 ENG-095 RED-080 RED-090 DRE-097 or ENG-111

Corequisites: Take GER-181

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. (S12750)

Additional Course Information: Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for GER-111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GER 112 - Elementary German II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take GER-111

Corequisites: Take GER-182

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. (S12801)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GER 181 - German Lab 1

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take one: ENG-085 ENG-095 RED-080 RED-090 DRE-097 or ENG-111

Corequisites: Take GER-111

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. (S10984)

Additional Course Information: Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for GER-111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GER 182 - German Lab 2

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take GER-181

Corequisites: Take GER-112

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. (S10956)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GER 211 - Intermediate German I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take GER-112

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. (S12035)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

GER 212 - Intermediate German II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take GER-211

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. (S11969)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 111 - World Civilizations I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10799)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 112 - World Civilizations II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10844)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 115 - Intro to Global History

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S10822)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 121 - Western Civilization I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S13000)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 122 - Western Civilization II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces western civilization from the early 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. (S13096)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 131 - American History I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10372)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 132 - American History II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10386)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 221 - African-American History

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11507)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 227 - Native American History

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11493)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 228 - History of the South

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course covers the origin and development of the South as a distinct region of the United States. Emphasis is placed on Southern identity and its basis in cultural, social, economic, and political developments during the 19th and 20th centuries. Upon completion, students should be able to identify and analyze the major cultural, social, economic, and political developments in the South. (S11422)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HIS 229 - History of the Old South

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course is a study of the development of the South from European settlement through the Civil War. Topics include the multi-ethnic character of colonization, the plantation economy, relations between social classes, the nature of slavery, and issues leading to the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the antebellum South. (S11514)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HRM 110 - Intro to Hosp & Tourism

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.

****This is a Fall Only Class**.**

(S22898)

HRM 120 - Front Office Procedures

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Corequisites: Take HRM-120A

This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue 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. (S22901)

HRM 120A - Front Office Procedures Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Corequisites: Take HRM-120

This course provides a laboratory experience for enhancing student skills in lodging front office procedures. Emphasis is placed on practical computer applications of reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic proficiency in computer-based, front office applications. (S22902)

HRM 124 - Guest Service Management

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course is designed to provide an introduction to the culture of dining room service management. Emphasis is placed on the dignity and psychology of service work, dining room organization/infrastructure, service delivery, and modeling management roles in a dining room environment. Upon completion, students should be able to demonstrate an understanding of the guest/server dynamic and apply these principles in a dining room setting. (S22904)

HRM 130 - Bed and Breakfast Mgt.

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S22906)

HRM 135 - Facilities Management

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the basic elements of planning and designing hospitality facilities including

environmental impacts, maintenance, and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, national certification, and maintenance of hospitality physical plants and equipment. (S22907)

HRM 140 - Legal Issues-Hospitality

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.

****This is a Spring Only Class.****

(S22908)

HRM 160 - Info Systems for Hosp

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers current technology and technological issues for the future as they apply to the hospitality industry. Emphasis is placed on the effect of technology on e-commerce, human resources, menu management, and hospitality management systems. Upon completion, students will be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting. (S22821)

HRM 210 - Meetings & Event Planning

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events. (S22910)

HRM 215 - Restaurant Management

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: CUL-135 or HRM-124

Corequisites: Take HRM-215A

This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

****This is a Spring Only Class.**** (S22911)

HRM 215A - Restaurant Management Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take One: CUL-135 or HRM-124

Corequisites: Take HRM-215

This course provides a laboratory experience for enhancing student skills in the responsibilities and activities encountered in managing a food and beverage operation. Emphasis is placed on practical applications of planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management operations which may include overseeing and execution of production and service. This course is a laboratory to accompany HRM 215. Emphasis is placed on practical applications of restaurant management principles.

****This is a Spring Only Class.**** (S22912)

HRM 220 - Cost Control-Food & Bev

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DMA-010 and DMA-020 and DMA-030

Corequisites: Take HRM-220A

This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

****This is a Fall Only Class**.** (S22913)

HRM 220A - Cost Control-Food & Bev Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Corequisites: Take HRM-220

This course provides a laboratory experience for enhancing student skills in controls and purchasing procedures as applied to costs in the hospitality industry. Emphasis is placed on practical applications of reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.

****This is a Fall Only Class**.** (S22914)

HRM 225 - Beverage Management

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the management of beverages served in hospitality operations. Topics include history and trends; service, procurement and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages, coffees, and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation. (S22915)

HRM 228 - Mixology

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

This course provides instruction and demonstration for the practice of bartending. Emphasis is placed on set-up, including equipment/supplies/glassware; and production/service of alcoholic beverages including, but not limited to, beer, wine, cocktails, mixed/blended drinks, and specialty products. Upon completion, students should be able to demonstrate the basics of mixing alcoholic beverages in a commercial bar, tavern or nightclub setting. (S22822)

HRM 230 - Club & Resort Management

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include operational efficiencies, 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. (S22916)

HRM 240 - Marketing for Hospitality

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.

****This is a Fall Only Class**.**

(S22918)

HRM 245 - Human Resource Mgmt-Hosp

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

****This is a Spring Only Class.****

(S22919)

HRM 260 - Procurement for Hosp

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides information for management decisions regarding needs analysis and fulfillment for hospitality operations. Emphasis is placed on supply chain sourcing, environmental impacts, procurement technologies, and packaging of products such as food, beverages, supplies, furniture, and equipment. Upon completion, students should be able to demonstrate competence in planning and executing the procurement function.

****This is a Spring Only Class.****

(S22823)

HRM 275 - Leadership-Hospitality

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces leadership traits, styles, and the roles and responsibilities of successful hospitality leaders while developing the student's personal leadership skills. Topics include formal and informal hospitality leadership; defining effective and ineffective leadership behavior; and leadership organizational change and planning within the hospitality industry. Upon completion, students will be able to apply appropriate leadership actions in real-world situations ranging from local to global hospitality environments. (S22824)

HRM 280 - Mgmt Problems-Hospitality

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take HRM-110

This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.

****This is a Spring Only Class.****

(S22920)

HRM 285 - Service Projects-Hosp

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

This course introduces the application of hospitality management through engaging in community service. Emphasis is placed on problem solving skills, critical thinking, and applying academic concepts while using limited resources. Upon completion, students should be able to plan and execute hospitality-related projects that meet community needs. (S22825)

HUM 110 - Technology and Society

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S14059)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 115 - Critical Thinking

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-098

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. (S24055)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 120 - Cultural Studies

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S12973)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 121 - The Nature of America

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S13080)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 122 - Southern Culture

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S13030)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 130 - Myth in Human Culture

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S13721)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 140 - History of Architecture

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. (S11314)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 150 - American Women's Studies

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S11249)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 160 - Introduction to Film

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S16395)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 161 - Advanced Film Studies

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take HUM-160

This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. (S10896)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 170 - The Holocaust

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S13684)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 180 - Internat Cultural Explor

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. (S22360)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 220 - Human Values and Meaning

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

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. (S11527)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HUM 230 - Leadership Development

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

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. (S11154)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

AGR 139 - Intro to Sustainable Ag

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

This is a Spring Only Class.

(S23337)

HOR 112 - Landscape Design I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

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 (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

This is a Fall Only Class.

(S23383)

HOR 114 - Landscape Construction

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

This is a Fall Only Class.

(S13181)

HOR 118 - Equipment Op & Maint

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

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. (S13189)

HOR 124 - Nursery Operations

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops. (S13778)

HOR 134 - Greenhouse Operations

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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.

This is a Fall Only Class.

(S11499)

HOR 160 - Plant Materials I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. 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, including natives and invasive plants.

This is a Fall Only Class.

(S23284)

HOR 161 - Plant Materials II

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

****This is a Spring Only Class.****

(S24316)

HOR 162 - Applied Plant Science

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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. (S13621)

HOR 164 - Hort Pest Management

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license. (S23384)

HOR 166 - Soils & Fertilizers

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. (S23385)

HOR 168 - Plant Propagation

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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. (S13635)

HOR 213 - Landscape Design II

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take HOR-112

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

This is a Spring Only Class.

(S11339)

HOR 235 - Greenhouse Production

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops. (S12953)

HOR 257 - Arboriculture Practices

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take HOR-160 or LSG-111

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.

This is a Fall Only Class.

(S23257)

LSG 111 - Basic Landscape Technique

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take LSG-121, LSG-122 or LSG-123

Corequisites: Take LSG-121 or LSG-122 or LSG-123

This course introduces basic principles essential to sustainable landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic sustainable gardening techniques essential to maintaining a sustainable landscape.

This is a Fall Only Class.

(S23387)

LSG 121 - Fall Gardening Lab

Class: 0 Lab: 6 Clinical: 0 **Credits: 2**

Prerequisites: Take LSG-111

Corequisites: Take LSG-111

This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

This is a Fall Only Class.

(S11318)

LSG 122 - Spring Gardening Lab

Class: 0 Lab: 6 Clinical: 0 **Credits: 2**

This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.

****This is a Spring Only Class.****

(S11369)

LSG 123 - Summer Gardening Lab

Class: 0 Lab: 6 Clinical: 0 **Credits: 2**

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on

pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

****This is a Summer Only Class.****

(S11290)

LSG 231 - Landscape Supervision

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take All: LSG-123 and HOR-161

This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.

This is a Fall Only Class.

(S24084)

LSG 232 - Garden Management

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take All: LSG-123 and HOR-161

This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations.

This is a Spring Only Class.

(S24085)

LSG 297 - Seminar in Landscape Gardening

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Landscape Gardening (A15260 or C15260)

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 issues. Upon completion, students should be able to critically analyze issues and establish informed opinions. (L23209)

TRF 110 - Intro Turfgrass Cult & ID

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. 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 and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

****This is a Summer Only Class.****

(S23406)

DMA 10 - Operations With Integers

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. (S23164)

DMA 20 - Fractions and Decimals

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take DMA-010

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. (S23168)

DMA 30 - Propor/Ratio/Rate/Percent

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take All: DMA-010 and DMA-020

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. (S23169)

DMA 40 - Express/Lin Equat/Inequal

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020 and DMA-030 Set 2: DMA-025

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. (S24983)

DMA 50 - Graphs/Equations of Lines

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030 and DMA-040 Set 2: DMA-040 and MAT-060

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon

completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. (S23171)

DMA 50 - Graphs/Equations of Lines

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030 and DMA-040 Set 2: DMA-025 and DMA-040

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. (S24984)

DMA 60 - Polynomial/Quadratic Appl

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050

Set 2: DMA-010, DMA-020, DMA-030, and DMA-045

Set 2: DMA-025, DMA-040, and DMA-050

Set 3: DMA-025 and DMA-045

This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. (S24128)

DMA 60 - Polynomial/Quadratic Appl

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050 Set 2: DMA-010, DMA-020, DMA-030, and DMA-045 Set 2: DMA-025, DMA-040, and DMA-050 Set 3: DMA-025 and DMA-045

This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. (S24985)

DMA 65 - Algebra for Precalculus

Class: 2 Lab: 1 Clinical: 0 **Credits: 2**

Prerequisites: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050;

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving

quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications. (S24074)

DMA 65 - Algebra for Precalculus

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050 Set 2: DMA-010, DMA-020, DMA-030, and DMA-045 Set 3: DMA-025, DMA-040, and DMA-050 Set 4: DMA-025 and DMA-045

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications. (S25064)

DMA 70 - Rational Express/Equation

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 and DMA-060

Set 2: DMA-010, DMA-020, DMA-030, DMA-045 and DMA-060

Set 3: DMA-025, DMA-040, DMA-050 and DMA-060

Set 4: DMA-025, DMA-045 and DMA-060

This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. (S24129)

DMA 70 - Rational Express/Equation

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 and DMA-060

Set 2: DMA-010, DMA-020, DMA-030, DMA-045 and DMA-060 Set 3: DMA-025, DMA-040, DMA-050

and DMA-060 Set 4: DMA-025, DMA-045 and DMA-060

This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. (S24987)

DMA 80 - Radical Express/Equations

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060 and

DMA-070 Set 2: DMA-060, DMA-070, MAT-060, and MAT-070 Set 3: DMA-040, DMA-050, DMA-060,

DMA-070, and MAT-060 Set 4: DMA-010, DMA-020, DMA-030, DMA-060, DMA-070, and MAT-070

This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations

with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. (S24130)

DMA 80 - Radical Express/Equations

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060 and DMA-070 Set 2: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, and DMA-070 Set 3: DMA-025, DMA-040, DMA-050, DMA-060, AND DMA-070 Set 4: DMA-025, DMA-045, DMA-060, AND DMA-070 This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. (S24988)

DMS 001F - Developmental Math Shell 1

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (L25600)

DMS 001G - Developmental Math Shell 1

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (L25601)

DMS 001M - Developmental Math Shell 1

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (L25602)

DMS 1 - Developmental Math Shell 1

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (S23632)

DMS 002F - Developmental Math Shell 2

Class: 2 Lab: 1 Clinical: 0 **Credits: 2**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (L25603)

DMS 002G - Developmental Math Shell 2

Class: 2 Lab: 1 Clinical: 0 **Credits: 2**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (L25604)

DMS 002M - Developmental Math Shell 2

Class: 2 Lab: 1 Clinical: 0 **Credits: 2**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (L25605)

DMS 2 - Developmental Math Shell 2

Class: 2 Lab: 1 Clinical: 0 **Credits: 2**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (S23633)

DMS 3 - Developmental Math Shell 3

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (S23634)

DMS 4 - Developmental Math Shell 4

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be four DMA modules appropriate to the required level of the student. Upon

completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (S23635)

MAT 1 - Math Skills Support

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take One Course: MAT-110 MAT-121 MAT-143 MAT-152 or MAT-171

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course. (S24075)

MAT 110 - Math Measurement & Literacy

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, and DMA-030 Set 2: DMA-025 Set 3: MAT-003

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. (S24992)

MAT 110 - Math Measurement & Literacy

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DMA-010 DMA-020 DMA-030

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. (S23926)

MAT 121 - Algebra/Trigonometry I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060 Set 2: DMA-010, DMA-020, DMA-030, DMA-045 and DMA-060 Set 3: DMA-025, DMA-040, DMA-050, and DMA-060 Set 4: DMA-025, DMA-045, and DMA-060 Set 5: MAT-003

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 the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. (S24993)

MAT 122 - Algebra/Trigonometry II

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take MAT-121

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. (S23931)

MAT 142 - Mathematical Concepts II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take MAT-141

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. (S20300)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 143 - Quantitative Literacy

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take All One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098 Set 2: DMA-010, DMA-020, DMA-030, DMA-045, and DRE-098 Set 3: DMA-025, DMA-040, DMA-050, and DRE-098 Set 4: DMA-025, DMA-045, and DRE-098 Set 5: MAT-003

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. (S24995)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 152 - Statistical Methods I

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098

Set 2: DMA-010, DMA-020, DMA-030, DMA-045, and DRE-098

Set 3: DMA-025, DMA-040, DMA-050, and DRE-098

Set 4: DMA-025, DMA-045, and DRE-098

Set 5: MAT-003

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24996)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 171 - Precalculus Algebra

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080

Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065

Set 3: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080

Set 4: DMA-010, DMA-020, DMA-030, DMA-045, and DMA-065

Set 5: DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080

Set 6: DMA-025, DMA-040, DMA-050, and DMA-065

Set 7: DMA-025, DMA-045, DMA-060, DMA-070, and DMA-080

Set 8: DMA-025, DMA-045, and DMA-065

Set 9: MAT-121

Set 10: MAT-003

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24997)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 172 - Precalculus Trigonometry

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take MAT-171

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right

and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17](S23935)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 263 - Brief Calculus

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take MAT-171

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include 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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17](S23937)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 271 - Calculus I

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take: MAT-172

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. MAT 172 is the prerequisite for this course; however, a student may PLACE DIRECTLY into MAT 271 if the student has met at least one (1) of the following criteria within the past five (5) years:

1. A score of 2 or higher on the AP Calculus AB Exam.
2. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher.
3. A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test.
4. A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test.
5. A score of 580 or higher on the SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
6. A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
7. A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S23939)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 272 - Calculus II

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take MAT-271

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the 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 select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S23940)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 273 - Calculus III

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take MAT-272

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. (S23941)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 280 - Linear Algebra

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take MAT-271

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. (S23942)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MAT 285 - Differential Equations

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take MAT-272

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and Laplace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. (S23943)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MED 110 - Orientation to Med Assist

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. (S11175)

MED 130 - Admin Office Proc I

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. (S10285)

MED 131 - Admin Office Proc II

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. (S16431)

MED 136 - Preventive Health

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course provides information on public school and community health issues at all levels and preventive measures for prevalent diseases in the schools. Topics include healthy lifestyles, disease prevention, child psychology, and holistic health. Upon completion, students should be able to present information to all age levels concerning health issues, disease prevention, and attainment of healthy lifestyles. (S21420)

MED 140 - Exam Room Procedures I

Class: 3 Lab: 4 Clinical: 0 **Credits: 5**

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of

medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. (S11885)

MED 150 - Laboratory Procedures I

Class: 3 Lab: 4 Clinical: 0 **Credits: 5**

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. (S10688)

MED 260 - MED Clinical Practicum

Class: 0 Lab: 0 Clinical: 0 **Credits: 5**

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. (S22977)

MED 264 - Med Assisting Overview

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. (S13592)

MED 274 - Diet Therapy/Nutrition

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education. (S11835)

MED 276 - Patient Education

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies. (S11808)

MUS 110 - Music Appreciation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S13676)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 111 - Fundamentals of Music

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. (S16443)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 112 - Introduction to Jazz

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S13646)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 113 - American Music

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. (S13699)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 114 - Non-Western Music

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to

demonstrate skills in basic listening and understanding of the art of non-Western music. (S13659)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 121 - Music Theory I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. (S25120)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 121 - Music Theory I

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take MUS-111(S16443);

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. (S12074)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 122 - Music Theory II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take MUS-121

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. (S25121)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 122 - Music Theory II

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take MUS-121

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of

the above. (S12005)

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

MUS 123 - Music Composition

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take One: MUS-111 or MUS-121

This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works. (S12023)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 131 - Chorus I

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (S14027)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 132 - Chorus II

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-131

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (S13988)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 133 - Band I

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S14035)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 134 - Band II

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-133

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S14007)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 135 - Jazz Ensemble I

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S14021)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 136 - Jazz Ensemble II

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-135

This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S13994)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 137 - Orchestra I

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S14040)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 138 - Orchestra II

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-137

This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S14006)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 141 - Ensemble I

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S13366)

Additional Course Information: When registering for MUS-141, students should select the section that is specific to their musical concentration.

See list below:

MUS141B Ensemble I - Brass

MUS141J Ensemble I - Jazz Orchestra

MUS141O Ensemble I - Orchestra

MUS141R Ensemble I - Rock

MUS141S Ensemble I - Strings

MUS141W Ensemble I - Woodwind

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 142 - Ensemble II

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-141

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S13271)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 151 - Class Music I

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (S13815)

Additional Course Information: When registering for MUS-151, students should select the section that is specific to their musical concentration.

MUS151B Class Music I- Brass

MUS151G Class Music I- Guitar

MUS151P Class Music I- Piano

MUS151S Class Music I- Saxophone

MUS151V Class Music I- Violin

MUS151VO Class Music I- Voice

MUS151W Class Music I- Woodwind

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 152 - Class Music II

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-151

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (S13794)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 161 - Applied Music I

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (S16445)

Additional Course Information: When registering for MUS-161, students should select the section that is specific to their musical concentration.

MUS161B Applied Music I-Brass

MUS161G Applied Music I-Guitar

MUS161J Applied Music I-Jazz Instrum

MUS161P Applied Music I-Piano

MUS161S Applied Music I-Saxophone

MUS161V Applied Music I-Violin

MUS161VCApplied Music I-Voice

MUS161W Applied Music I-Woodwind

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 162 - Applied Music II

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take MUS-161

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (S16446)

Additional Course Information: When registering for MUS-262, students should select the section that is specific to their musical concentration.

MUS262GApplied Music IV Guitar

MUS262MApplied Music IV Voice

MUS262PApplied Music IV -Piano

MUS262VApplied Music IV Violin

MUS262WApplied Music IV Woodwind

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 170 - Business of Music

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the basic elements of the music business. Topics include copyright law, musical arrangements and abridgements, recording and songwriting contracts, agents and managers, performing rights organizations, and the musician's union. Upon completion, students should be able to demonstrate an understanding of the basic elements of the music business. (S14169)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 210 - History of Rock Music

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. (S20297)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 211 - History of Country Music

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. (S13954)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 212 - American Musical Theatre

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. (S10054)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 213 - Opera and Musical Theatre

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the origins and development of opera and musical theatre from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. (S13978)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 214 - Electronic Music I

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take MUS-111

This course provides an opportunity to study and explore various electronic instruments and devices. Emphasis is placed on fundamental MIDI applications and implementation, features and application of sequences, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. (S13938)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 215 - Electronic Music II

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take MUS-214

This course is a continuation of MUS 214. Emphasis is placed on advanced MIDI applications and implementation and continued work with sequencers, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. (S13959)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 221 - Music Theory III

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take MUS-122

This course provides a comprehensive study of chromatic harmony. Emphasis is placed on advanced voice leading tasks, part writing, and analysis of chord progressions, modulations, and large-scale forms. Upon completion, students should be able to identify, notate, and analyze an array of chromatic chords, recognize the function and movement of chromatic harmonies, identify modulatory procedures, analyze formal structures including, but not limited to, binary, ternary, sonata, and rondo. (S25122)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 222 - Music Theory IV

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take MUS-221

This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. (S25123)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 222 - Music Theory IV

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take MUS-221

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

(S13451)

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

MUS 231 - Chorus III

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-132

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (S13853)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 232 - Chorus IV

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-231

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (S13907)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 233 - Band III

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-134

This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S13863)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 234 - Band IV

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-233

This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S13893)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 235 - Jazz Ensemble III

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-136

This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S13840)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 236 - Jazz Ensemble IV

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-235

This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S13896)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 237 - Orchestra III

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-138

This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S13868)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 238 - Orchestra IV

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-237

This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S13878)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 241 - Ensemble III

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-142

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S11705)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 242 - Ensemble IV

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-241

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (S11736)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 251 - Class Music III

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-152

This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (S14199)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 252 - Class Music IV

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take MUS-251

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (S14260)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 253 - Big Band

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course includes the Big Band instrumentation of five saxes, four trumpets, four trombones, and four-piece rhythm section (bass, piano, drums, and guitar). Emphasis is placed on learning the repertoire specifically written for Big Band instrumentation. Upon completion, students should be able to demonstrate skills needed to participate in performance of Big Band music. (S14231)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 260 - Intro to Music Education

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take MUS-121

This course provides an introduction to the music education profession. Emphasis is placed on creating successful music learning environments and the role of the music educator. Upon completion, students should be able to demonstrate knowledge and skills related to the philosophy and methods of teaching music. (S24336)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 261 - Applied Music III

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take MUS-162

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (S16449)

Additional Course Information: When registering for MUS-261, students should select the section that is specific to their musical concentration.

MUS261BApplied Music III - Brass

MUS261GApplied Music III - Guitar

MUS261MApplied Music III - Voice

MUS261PApplied Music III - Piano

MUS261SApplied Music III - Saxophone

MUS261VApplied Music III - Violin

MUS261WApplied Music III - Woodwind

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

MUS 262 - Applied Music IV

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take MUS-261

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (S16450)

Additional Course Information: When registering for MUS-262, students should select the section that is specific to their musical concentration.

MUS262GApplied Music IV Guitar

MUS262MApplied Music IV Voice

MUS262PApplied Music IV -Piano

MUS262VApplied Music IV Violin

MUS262WApplied Music IV Woodwind

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

NET 111 - Internetwork Arch & Design

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take one: CIS 282 or NET 110

Corequisites: None

This course introduces the physical and logical design of local area networks, wide area networks, and networking devices used in the design implementation and integration. Topics include LAN segmentation, VLANs, IP addressing, router, switch, and server placement with an emphasis on design. Upon completion, students should be able to understand fundamental LAN and WAN design and the physical and logical aspects needed to achieve the design goal. (S21057)

NET 116 - Fund of Voice/Data Cable

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take one: CIS 110 or CIS 111 or CTS 125

Corequisites: None

This introductory course to voice and data cabling focuses on cabling issues related to data and voice connections. Topics include skills in design documentation, determining cabling equipment, pulling, mounting and managing cable, selecting wiring closets, terminating cable, installing jacks, and testing cable. Upon completion, students should be able to understand of the industry, media and cabling, physical and logical networks, and signal transmission. (S21423)

NOS 130 - Windows Single User

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take one: CET 211 or CTI 130 or NOS 110

Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. (S24049)

OST 131 - Keyboarding

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. (S13790)

OST 164 - Office Editing

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE-098 Take ENG-111
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. (S24696)

OST 202 - Medical Transcription II

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take OST-201 Take MED-122

This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time. (S13379)

OST 243 - Med Office Simulation

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take OST-148

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. (S12315)

OTA 110 - Fundamentals of OT

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Corequisites: Take One: BIO-165 or BIO-168, and also take OTA-120 and OTA-140

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course introduces occupational therapy (OT) theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of the domain and practice of occupational therapy, practice settings and professional roles, OT terminology, activity analysis, principles, process, philosophies, and frames of reference. (S24624)

OTA 120 - OT Media I

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Corequisites: Take OTA-110 and OTA-140

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides training in recognizing the therapeutic value and use of a wide variety of human occupations including basic activities of daily living, instrumental activities of daily living, rest and sleep, education, work, play, leisure, and social participation. Topics include the understanding of different teaching and learning methods and styles, the language of occupational therapy (OT), OT interventions including preparatory methods and tasks, and restorative and compensatory techniques. Upon completion, students should be able to analyze, design, select, and safely perform occupation related activities that would be therapeutic for various populations across the lifespan. (S24625)

OTA 130 - Assessment Skills

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take OTA-110 Take OTA-120 OTA-140 Take OTA-150 OTA-161 OTA-170

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides training in appropriate and accurate assessment skills related to sensation, movement, vision, perception, cognition, emotions, and performance of basic activities of daily living and instrumental activities of daily living. Topics include physical and psychosocial factors affecting performance; and sensory, range of motion, strength, coordination, cognitive, visual-perceptual, self-care, and work-related assessments. Upon completion, students should be able to gather and share data for the purpose of screening and evaluation, administer selected assessments using appropriate procedures and protocols, and articulate the role of the occupational therapy assistant and occupational therapist in the screening and evaluation process. (S24626)

OTA 140 - Professional Skills I

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take OTA-110 Take OTA-120

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course introduces the roles and responsibilities of the occupational therapy assistant (OTA) and the occupational therapist (OT) in occupational therapy practice and facilitates development of professional behaviors and skills. Topics include professional ethics, supervisory roles, responsibilities, and collaborative professional relationships; credentialing, certification, and licensure; documentation, which communicates the need and rationale for occupational therapy services; therapeutic use of self; and professional identity and professional behaviors; and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles and responsibilities of the OTA and OT, and explain acceptable supervision and documentation. (S24628)

OTA 150 - Peds Concepts & Interventions

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take PSY-241 and OTA-170 Take OTA-110 OTA-120 OTA-140 Take OTA-130 OTA-161

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides knowledge and skills needed for working with children from birth through adolescence. Topics include review of normal growth and development, habituation of healthy habits/routines, the role of occupational therapy with caregivers/providers, understanding of common conditions and developmental delays; and the role of occupation in assessment, intervention planning and implementation with pediatric populations. Upon completion, students should be able to plan, implement, and modify appropriate interventions with children in their context and environment to promote engagement in occupation. (S24629)

OTA 161 - Fieldwork I-Placement 1

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take OTA-120 and OTA-140 Take OTA-110 Take OTA-150 OTA-170

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. (S24530)

OTA 162 - Fieldwork I-Placement 2

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take OTA-120 and OTA-140 Take OTA-130 Take OTA-150 OTA-161 OTA-170 Take OTA-220

Corequisites: Take OTA-130 OTA-220

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion,

students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. (S13445)

OTA 163 - Fieldwork I-Placement 3

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take OTA-120 and OTA-140 Take OTA-130 Take OTA-220 Take OTA-180, OTA-240 and OTA-250

Corequisites: Take OTA-130 OTA-180 OTA-240 OTA-250

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. (S13397)

OTA 170 - Physical Conditions

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take OTA-130 Take OTA-110 OTA-120 OTA-140 Take OTA-150 OTA-161

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course is designed to provide knowledge and skills needed for working with individuals experiencing various medical conditions to help them achieve participation in life through engagement in occupation. Topics include medical terminology, common conditions, body functions that change with disease processes, applicable theories and principles, assessment and intervention priorities for commonly treated conditions. Upon completion, students should be able to recognize common symptoms, prioritize mental, neuromusculoskeletal and movement related functional problems, while providing for patient safety within the patient's context and environment. (S24630)

OTA 180 - Psychosocial Conditions

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take PSY-281 Take OTA-130 Take OTA-220 Take OTA-163 OTA-240 OTA-250

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course is designed to provide knowledge and skills needed for working with individuals experiencing various psychosocial conditions to help them achieve participation in life through engagement in occupation. Topics include mental health conditions, applicable theories and principles, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, therapeutic use of self, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group interventions for client conditions related to psychosocial dysfunction while recognizing contexts and environments that may also impact occupational performance. (S24631)

OTA 220 - OT Media II

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take OTA-120 and OTA-130 Take OTA-150 OTA-161 OTA-170 Take OTA-162

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, assistive technology, client mobility, and Americans with Disabilities Act (ADA) issues. Topics include ergonomics seating and positioning, community mobility, use of physical agent modalities, and technology in occupational therapy intervention. Upon completion, students should be able to demonstrate competency fabricating and utilizing orthotic and assistive devices, understanding ADA guidelines, and using technology for engagement in occupation. (S24632)

OTA 240 - Professional Skills II

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take OTA-140 Take OTA-220 Take OTA-163 OTA-180 OTA-250

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course covers professional development, supervisory relationships, involvement in the profession, and clinic management skills. Topics include clarification of roles and responsibilities, detailed examination of the supervisory process, participation in professional organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan and implement a professional activity, and perform routine clinic management tasks. (S24633)

OTA 250 - Adult Concepts & Interventions

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take PSY-241, OTA-170 and OTA-180 Take OTA-220 Take OTA-163 OTA-240

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides knowledge and skills needed for working with adults through the lifespan. Emphasis is placed on identification and discussion of common changes associated with aging, disabilities and chronic diseases affecting this population, assessments and intervention, including developing healthy habits and routines, and the impact on participation in occupation in various settings. Upon completion, students should be able to plan, implement, and modify appropriate interventions with adults in their context and environment to promote engagement in occupations. (S24634)

OTA 260 - Level II Fieldwork Placement 1

Class: 0 Lab: 0 Clinical: 0 **Credits: 6**

Prerequisites: Take OTA-261

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides clinical experience under the direct supervision of experienced occupational therapists or occupational therapy assistant practitioners working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies for entry-level practice established by the curriculum, AOTA guidelines, and regulatory bodies. (S24635)

OTA 261 - Level II Fieldwork Placement 2

Class: 0 Lab: 0 Clinical: 0 **Credits: 6**

Prerequisites: Take OTA-260

Restrictions: Must be enrolled in Occupational Therapy Assistant (A45500) program

This course provides the final clinical experience under the direct supervision of experienced occupational therapists or occupational therapy assistant practitioners working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies for entry-level practice established by the curriculum, AOTA guidelines, and regulatory bodies. (S24636)

PED 110 - Fit and Well for Life

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. (S11789)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 113 - Aerobics I

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. (S11650)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 117 - Weight Training I

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. (S11656)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 120 - Walking for Fitness

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. (S11072)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 122 - Yoga I

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. (S11107)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 123 - Yoga II

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take PED-122

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. (S11044)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 124 - Run, Swim, Cycle

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. (S11075)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 125 - Self-Defense: Beginning

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. (S11023)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 128 - Golf-Beginning

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. (S11067)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 129 - Golf-Intermediate

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take PED-128

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. (S11033)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 130 - Tennis-Beginning

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

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. (S12680)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 131 - Tennis-Intermediate

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take PED-130

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. (S12604)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 143 - Volleyball-Beginning

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

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. (S10153)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 145 - Basketball-Beginning

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

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. (S10128)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 147 - Soccer

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

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. (S10136)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 148 - Softball

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

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. (S10188)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 149 - Flag Football

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

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. (S10111)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 154 - Swimming for Fitness

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

This course introduces lap swimming, aquatics, 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. (S21455)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 170 - Backpacking

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

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. (S13081)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 210 - Team Sports

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

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. (S12519)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 211 - New Games

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

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. (S12438)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 216 - Indoor Cycling

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

This course is designed to promote physical fitness through indoor stationary cycling. Emphasis is placed on pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should have improved cardiovascular and muscular endurance and be able to design and participate

in a cycling for fitness program. (S20842)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 219 - Disc Golf

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. (S22467)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 233 - Ju-Jitsu

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

This course introduces martial arts using the ju-jitsu form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette, and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. (S20630)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PED 235 - Tai Chi

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

This course introduces martial arts using the Tai Chi form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette, and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. (S20632)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHI 210 - History of Philosophy

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

This course introduces fundamental philosophical issues through a historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. (S14081)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHI 215 - Philosophical Issues

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

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 critically evaluate the philosophical components of an issue. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24028)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHI 220 - Western Philosophy I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

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. (S13045)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHI 221 - Western Philosophy II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

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. (S12988)

PHI 230 - Introduction to Logic

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. (S13741)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHI 240 - Introduction to Ethics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24029)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHY 110 - Conceptual Physics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

Corequisites: Take PHY-110A

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S12004)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHY 110A - Conceptual Physics Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take ENG-095 RED-090 DRE-098 or ENG-111

Corequisites: Take PHY-110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S13531)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHY 131 - Physics-Mechanics

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One: MAT-121 or MAT-171 Take ENG-095 RED-090 DRE-098 or ENG-111

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. (S23976)

PHY 132 - Physics-Elec & Magnetism

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take PHY-131

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. (S13247)

PHY 151 - College Physics I

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One: MAT-171 or MAT-271

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17](S24925)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHY 152 - College Physics II

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take PHY-151

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17](S11553)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHY 251 - General Physics I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take MAT-271

Corequisites: Take MAT-272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe

the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S12543)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PHY 252 - General Physics II

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take All: MAT-272 and PHY-251

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S12686)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PLU 110 - Modern Plumbing

Class: 4 Lab: 15 Clinical: 0 **Credits: 9**

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.

****This is a Fall Only Class**.**

(S10579)

PLU 120 - Plumbing Applications

Class: 4 Lab: 15 Clinical: 0 **Credits: 9**

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.

****This is a Spring Only Class.****

(S11704)

PLU 130 - Plumbing Systems

Class: 3 Lab: 9 Clinical: 0 **Credits: 6**

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.

****This is a Summer Only Class.****

(S11016)

PLU 140 - Intro to Plumbing Codes

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

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.

****This is a Spring Only Class.****

(S12595)

PLU 150 - Plumbing Diagrams

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

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.

****This is a Spring Only Class.****

(S10118)

PLU 160 - Plumbing Estimates

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system.

****This is a Summer Only Class.****

(S12176)

POL 110 - Intro Political Science

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S13770)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

POL 120 - American Government

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course is a study of the origins, development, structure, and functions of American 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 process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S24030)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

POL 130 - State & Local Government

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S14316)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

POL 210 - Comparative Government

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S14332)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

POL 220 - International Relations

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 or ENG-111

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. (S12877)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

POL 250 - Intro to Political Theory

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces students to normative political theory and examines basic questions and issues about the nature and purpose of politics. Emphasis is placed on the classical and modern political theories of Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Mill, and Marx. Upon completion, students should be able to discuss and evaluate normative political theories about the nature and purpose of politics. (S22932)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PSY 118 - Interpersonal Psychology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11025)

PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17] (S10777)*

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PSY 211 - Psychology of Adjustment

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PSY-150

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. (S10085)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PSY 241 - Developmental Psych

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PSY-150

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. (S13114)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PSY 259 - Human Sexuality

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PSY-150

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. (S10448)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PSY 263 - Educational Psychology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PSY-150

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. (S11448)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

PSY 265 - Behavioral Modification

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PSY-150

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. (S11424)

PSY 281 - Abnormal Psychology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PSY-150

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. (S12906)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

RAD 110 - Rad Intro & Patient Care

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take RAD-111 and RAD-151

Restrictions: Must be enrolled in Radiography (A45700) program

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. (S13079)

RAD 111 - RAD Procedures I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take RAD-110 and RAD-151

Corequisites: Take BIO-168

Restrictions: Must be enrolled in Radiography (A45700) program

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas. (S24943)

RAD 112 - RAD Procedures II

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take All: RAD-110, RAD-111, and RAD-151

Restrictions: Must be enrolled in Radiography (A45700) program

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas. (S24944)

RAD 113 - RAD Lab Elective

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

This course provides additional laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through laboratory evaluations. (S24959)

RAD 121 - Image Production I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take All: RAD-110, RAD-111, and RAD-151

Restrictions: Must be enrolled in Radiography (A45700) program

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production. (S24945)

RAD 122 - Image Production II

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take All: RAD-112, RAD-121, and RAD-161

Restrictions: Must be enrolled in Radiography (A45700) program

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production. (S24946)

RAD 122 - Radiographic Imaging II

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take All: RAD-112, RAD-121, and RAD-161

Restrictions: SY:45700

This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging. (S22448)

RAD 131 - Radiographic Physics I

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take RAD-121 Take RAD-122 and RAD-171

Restrictions: Must be enrolled in Radiography (A45700) program

This course introduces the principles of radiation characteristics and production. Emphasis is placed on

imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production. (S23864)

RAD 141 - Radiation Safety

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take All: RAD-112, RAD-121, and RAD-161

Restrictions: Must be enrolled in Radiography (A45700) program

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. (S24950)

RAD 151 - RAD Clinical Ed I

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take RAD-110 and RAD-111

Restrictions: Must be enrolled in Radiography (A45700) program

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. (S12925)

RAD 161 - RAD Clinical Ed II

Class: 0 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take All: RAD-110, RAD-111, and RAD-151 Take RAD-112 and RAD-121

Restrictions: Must be enrolled in Radiography (A45700) program

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. (S13703)

RAD 171 - RAD Clinical Ed III

Class: 0 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take All: RAD-112, RAD-121, and RAD-161

Restrictions: Must be enrolled in Radiography (A45700) program

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (S24947)

RAD 171 - RAD Clinical Ed III

Class: 0 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take All: RAD-112, RAD-121, and RAD-161

Corequisites: RAD-131

Restrictions: SY:45700

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. (S12024)

RAD 181 - RAD Clinical Elective

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Restrictions: Must be enrolled in Radiography (A45700) program

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. (S13957)

RAD 182 - RAD Clinical Elective

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Restrictions: Must be enrolled in Radiography (A45700) program

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. (S13921)

RAD 211 - RAD Procedures III

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take All: RAD-122, RAD-141, and RAD-171

Restrictions: Must be enrolled in Radiography (A45700) program

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas. (S24948)

RAD 231 - Image Production III

Class: 1 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take All: RAD-122, RAD-141, and RAD-171

Restrictions: Must be enrolled in Radiography (A45700) program

This course is designed to continue to develop the concepts and principles in the field of radiologic

technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs. (S24949)

RAD 241 - Radiobiology/Protection

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take All: RAD-122, RAD-131, and RAD-171 Take RAD-211, RAD-231 and RAD-251 Take RAD-231

Corequisites: Take RAD-231

Restrictions: Must be enrolled in Radiography (A45700) program

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. (S20874)

RAD 245 - Image Analysis

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take All: RAD-211, RAD-231, RAD-241, and RAD-251 Take RAD-261 and RAD-271

Restrictions: Must be enrolled in Radiography (A45700) program

This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management. (S23867)

RAD 251 - RAD Clinical Ed IV

Class: 0 Lab: 0 Clinical: 0 **Credits: 7**

Prerequisites: Take All: RAD-122 and RAD-171 Take All: RAD-211 and RAD-231

Restrictions: Must be enrolled in Radiography (A45700) program

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (S25000)

RAD 251 - RAD Clinical Ed IV

Class: 0 Lab: 0 Clinical: 0 **Credits: 7**

Prerequisites: Take All: RAD-122, RAD-171, RAD-211 and RAD-231

Restrictions: Restricted to students enrolled in the A45700 Radiography program.

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition,

pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (S11897)

RAD 261 - RAD Clinical Ed V

Class: 0 Lab: 0 Clinical: 0 **Credits: 7**

Prerequisites: Take RAD-251 Take RAD-271

Restrictions: Must be enrolled in Radiography (A45700) program

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. (S25001)

RAD 271 - Radiography Capstone

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take All: RAD-211, RAD-231, and RAD-251

Restrictions: Must be enrolled in Radiography (A45700) program

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 an entry-level radiographer. (S24951)

RAD 281 - RAD Clinical Elective

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take RAD-161;

Restrictions: Must be enrolled in Radiography (A45700) program

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. (S13793)

REL 110 - World Religions

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S13256)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

REL 111 - Eastern Religions

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 or ENG-111

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. (S13358)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

REL 112 - Western Religions

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. (S13280)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

REL 211 - Intro to Old Testament

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11707)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

REL 212 - Intro to New Testament

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11723)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

REL 221 - Religion in America

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11026)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

RLS 112 - Broker Prelicensing

Class: 5 Lab: 0 Clinical: 0 **Credits: 5**

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales. (S21721)

RLS 113 - Real Estate Mathematics

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics. (S12735)

RLS 121 - Broker Relationships

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take RLS-112

This course provides post-licensing instruction in broker relationships and responsibilities when working with residential sellers and buyers. Topics include agency relationships and duties, agency contracts and disclosure, and the practical aspects of working with residential buyers and sellers. Upon completion, students should be able to demonstrate knowledge and skills necessary to effectively work with residential buyers/sellers according to law and prevailing practices. (S21954)

RLS 122 - Contracts and Closing

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take RLS-112

This course provides post-licensing instruction in broker responsibilities relating to real estate sales contracts, contract procedures, the Real Estate Settlement Procedures Act and closings. Topics include contract law concepts, residential sales contract preparation and procedures, closing procedures and closing statement preparation. Upon completion, students should be able to handle sales contract negotiations, prepare residential sales contracts, assist sellers/buyers prepare for closing and verify closing statements. (S21955)

RLS 123 - Select Real Estate Issues

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take RLS-112

This course provides post-licensing instruction in real estate on selected topics of special importance to licensees. Topics include commercial real estate brokerage, residential property management, land use controls, loan fraud, license law, fair housing, establishing a brokerage firm, and manufactured/modular homes. Upon completion, students should be able to demonstrate knowledge of commercial real estate brokerage, residential property management, and the other topics addressed in this course. (S21956)

SOC 210 - Introduction to Sociology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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 is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 05/30/17]* (S11919)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SOC 213 - Sociology of the Family

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11798)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SOC 220 - Social Problems

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S13948)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SOC 225 - Social Diversity

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S13923)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SOC 230 - Race and Ethnic Relations

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S13407)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SOC 240 - Social Psychology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S13849)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SOC 242 - Sociology of Deviance

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-098 or RED-090 or ENG-095 or ENG-111

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. (S13866)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 111 - Elementary Spanish I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 ENG-095 RED-080 RED-090 DRE-097 or ENG-111

Corequisites: Take SPA-181

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. (S13047)

Additional Course Information: Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for SPA-111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 112 - Elementary Spanish II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take SPA-111

Corequisites: Take SPA 182

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. (S12995)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 120 - Spanish for the Workplace

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Spring Only Class.****

(S13709)

SPA 141 - Culture and Civilization

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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 is a Spring Only Class.****

(S11221)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 161 - Cultural Immersion

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take SPA-111

This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. 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 is a Fall Only Class**.**

(S23680)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 181 - Spanish Lab 1

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take one: ENG-085 ENG-095 RED-080 RED-090 DRE-097 or ENG-111

Corequisites: Take SPA-111

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. (S13916)

Additional Course Information: Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for SPA-111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 182 - Spanish Lab 2

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take SPA-111 and SPA-181

Corequisites: Take SPA-112

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. (S24207)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 211 - Intermediate Spanish I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take SPA-112

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. (S11415)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 212 - Intermediate Spanish II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take SPA-211

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. (S11504)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 215 - Spanish Phonetics/Structu

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Summer Only Class**.**

(S13285)

SPA 221 - Spanish Conversation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take SPA-212

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 is a Summer Only Class**.**

(S14295)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 231 - Reading and Composition

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take SPA-212

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 is a Spring Only Class.****

(S12741)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 281 - Spanish Lab 3

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take SPA-182

Corequisites: Take SPA-211

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. (S13831)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

SPA 282 - Spanish Lab 4

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take SPA-281

Corequisites: Take SPA-212

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. (S13801)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

TRP 100 - Truck Driver Training

Class: 6 Lab: 18 Clinical: 0 **Credits: 12**

This course provides training in inspecting and driving tractor trailers and assuming driver responsibilities on the road and at pickup and delivery points. Emphasis is placed on defensive driving, federal motor carrier safety regulations, trip planning, cargo handling, vehicle systems, hours of service, and accident prevention. Upon completion, students should be able to demonstrate the skills required for the commercial driver's license and employment. (S14087)

WBL 110 - World of Work

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. (S23792)

WBL 111 - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (S23794)

WBL 111A - Work-Based Learning I Acct

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25576)

WBL 111B - Work-Based Learning I Bus.

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5578)

WBL 111D - Work-Based Learning I Des

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5693)

WBL 111E - Work-Based Learning I Cet

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5594)

WBL 111F - Work-Based Learning I Fip

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5593)

WBL 111G - Work-Based Learning I Lnd/Gard

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5569)

WBL 111H - Work-Based Learning I Hotel/Re

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5584)

WBL 111I - Work-Based Learning I- Spi

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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 is a Spring Only Class.****

(L25695)

WBL 111J - Work-Based Learning I Crim.jus

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25582)

WBL 111K - Work-Based Learning I Culinary

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25583)

WBL 111M - Work-Based Learning I Med. Adm

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25581)

WBL 111N - Work-Based Learning I Nuc Tech

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25567)

WBL 111P - Work-Based Learning I Paraleg

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25589)

WBL 111Q - Work-Based Learning I -IPP

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L26401)

WBL 111R - Work-Based Learning I Eln

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25694)

WBL 111S - Work-Based Learning I Sst

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25574)

WBL 111T - Work-Based Learning I Ctc

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25590)

WBL 111U - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L26829)

WBL 111V - Work-Based Learning I Film&vid

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25587)

WBL 111W - Work-Based Learning I Plumbing

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25610)

WBL 111X - Work-Based Learning I - Cmt

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25697)

WBL 111Y - Work-Based Learning I -Baking&

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L26062)

WBL 112 - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

This course provides a work-based learning 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. (S23795)

WBL 112AB - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L26860)

WBL 112AB - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L26862)

WBL 112AB - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L26864)

WBL 112BB - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take WBL-112AB

This course provides a work-based learning 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. (L26855)

WBL 112BB - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take WBL-112AB

This course provides a work-based learning 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. (L26857)

WBL 112BB - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take WBL-112AB

This course provides a work-based learning 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. (L26859)

WBL 112BB - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take WBL-112AB

This course provides a work-based learning 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. (L26861)

WBL 112BB - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take WBL-112AB

This course provides a work-based learning 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. (L26863)

WBL 112BB - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take WBL-112AB

This course provides a work-based learning 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. (L26865)

WBL 112H - Work-Based Learning I HRM

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

This course provides a work-based learning 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. (L26336)

WBL 112K - Work-Based Learning I CUL

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

This course provides a work-based learning 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. (L26337)

WBL 112Y - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

This course provides a work-based learning 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. (L26194)

WBL 112Z - Work-Based Learning I VET

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

This course provides a work-based learning 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. (L26780)

WBL 113 - Work-Based Learning I

Class: 0 Lab: 0 Clinical: 3 **Credits: 3**

Prerequisites: None

Corequisites: None

This course provides a work-based learning 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. (S23797)

WBL 115 - Work-Based Learning Seminar I

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114

This course description may be written by the individual colleges. This course is designed to be a corequisite seminar to accompany Work-Based Learning 111. Topics include: examination and analysis of the organizational structure, career path, job descriptions, job breakdowns and management style. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (S23799)

WBL 115H - Work-Based Learning Seminar I

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114

This course description may be written by the individual colleges. Wwork-Based Learning Seminar I- Hotel & Restraunt (L26133)

WBL 115I - Work-Based Learning Seminar I

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114

This course description may be written by the individual colleges.

****This is a Spring Only Class.**** (L26135)

WBL 115J - Work-Based Learning Seminar I

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114

This course description may be written by the individual colleges. (L26134)

WBL 115K - Work-Based Learning Seminar I

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114

This course description may be written by the individual colleges. (L26136)

WBL 115P - Work-Based Learning Seminar I

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114

This course description may be written by the individual colleges. (L26138)

WBL 115U - Work-Based Learning Seminar I

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114

This course description may be written by the individual colleges. This course is designed to be a corequisite seminar to accompany Work-Based Learning 111. Topics include: examination and analysis of the organizational structure, career path, job descriptions, job breakdowns and management style. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (L26830)

WBL 115V - Work-Based Learning Seminar I

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114

This course description may be written by the individual colleges. (L26137)

WBL 115Y - Work-Based Learning Seminar I

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114

This course description may be written by the individual colleges. Work-Based Learning Seminar I- Baking and Pastry (L2 6132)

WBL 121 - Work-Based Learning II

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (S23800)

WBL 121A - Work-Based Learning II Acct

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5577)

WBL 121B - Work-Based Learning II Bus.

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5580)

WBL 121E - Work-Based Learning II Cet

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5596)

WBL 121G - Work-Based Learning II Lnd-Gar

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5570)

WBL 121H - Work-Based Learning II Hotel/R

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take WBL-125

This course provides a work-based learning 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. (L2 5588)

WBL 121K - Work-Based Learning II Culinar

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take WBL-125

This course provides a work-based learning 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. (L2 5585)

WBL 121N - Work-Based Learning II Nuc Tec

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5568)

WBL 121S - Work-Based Learning II Sst

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5575)

WBL 121T - Work-Based Learning II Ctc

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5591)

WBL 121Y - Work-Based Learning II Baking

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L26139)

WBL 125 - Work-Based Learning Seminar II

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Corequisites: Take One: WBL-121, WBL-122, WBL-123 or WBL-124

This course description may be written by the individual colleges. This course is designed to be a corequisite seminar to accompany Work-Based Learning 121. Topics include: examination and analysis of the organizational structure, career path, job descriptions, job breakdowns and management style. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (S23804)

WBL 131 - Work-Based Learning III

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (S23805)

WBL 131G - Work-Based Learning III L-G

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25571)

WBL 131H - Work-Based Learning III H-M

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L25625)

WBL 131K - Work-Based Learning III Culina

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

This course provides a work-based learning 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. (L2 5586)

WBL 215 - Work-Based Learning Seminar IV

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take WBL-211, WBL-212, WBL-213 or WBL-214;
This course description may be written by the individual colleges. (S23817)

WEB 179 - JAVA Web Programming

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: None
Corequisites: None

This course introduces the development of dynamic, database-driven web applications using the JAVA programming languages. Topics include Object Oriented Programming JAVA Server Pages, servlets, database interactions, and form handling. Upon completion, students should be able to create and modify JAVA-based internet applications. (S21484)

WLD 262 - Inspection & Testing

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: None
Corequisites: 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. (S11961)

AHR 110 - Intro to Refrigeration

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

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. (S23419)

AHR 111 - HVACR Electricity

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take AHR-110

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. (S23420)

AHR 112 - Heating Technology

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

Prerequisites: Take AHR-110

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. (S23421)

AHR 113 - Comfort Cooling

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

Prerequisites: Take AHR-110

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. ALL(S23422)

AHR 114 - Heat Pump Technology

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

Prerequisites: Take One: AHR-110 or AHR-113

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. ALL(S23423)

AHR 115 - Refrigeration Systems

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take AHR-110

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. (S14137)

AHR 120 - HVACR Maintenance

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

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. ALL (S13153)

AHR 130 - HVAC Controls

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: AHR-111, ELC-111, or ELC-112

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. ALL (S23273)

AHR 133 - HVAC Servicing

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take One: AHR-112 OR AHR-113

Corequisites: Take AHR-112, AHR-113

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. ALL (S13769)

AHR 140 - All-Weather Systems

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take One: AHR-112 or AHR-113

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures. ALL (S11450)

AHR 210 - Residential Building Code

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take AHR-110

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. (S10349)

AHR 211 - Residential System Design

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. ALL (S23445)

ALT 120 - Renewable Energy Tech

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

****This is a Fall Only Class**.**

(S22049)

ALT 250 - Thermal Systems

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces concepts, tools, techniques, and materials used to convert thermal energy into a viable, renewable energy resource. Topics include forced convection, heat flow and exchange, radiation, the various elements of thermal system design, regulations, and system installation and maintenance. Upon completion, students should be able to demonstrate an understanding of geothermal and solar thermal systems and corresponding regulations.

****This is a Spring Only Class**.**

(S22481)

ARC 111 - Intro to Arch Technology

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: RED-080 DMA-010 DMA-020 DMA-030 Set 2: ENG-085 DMA-010 DMA-020 DMA-030 Set 3: RED-090 DMA-010 DMA-020 DMA-030 Set 4: ENG-095 DMA-010 DMA-020 DMA-030 Set 5: ENG-111 DMA-010 DMA-020 DMA-030 Set 6: DRE-097 DMA-010 DMA-020 DMA-030 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.

(S11683)

ARC 112 - Constr Matls & Methods

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set: Set 1: RED-080 DMA-010 DMA-020 DMA-030 Set 2: ENG-085 DMA-010 DMA-020 DMA-030 Set 3: RED-090 DMA-010 DMA-020 DMA-030 Set 4: ENG-095 DMA-010 DMA-020 DMA-030 Set 5: ENG-111 DMA-010 DMA-020 DMA-030 Set 6: DRE-097 DMA-010 DMA-020 DMA-030 This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative 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.

(S23271)

ARC 113 - Residential Arch Tech

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ARC-111, ARC-114 and ARC-114A

Corequisites: Take ARC-112

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. (S11635)

ARC 114 - Architectural CAD

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Corequisites: Take ARC-114A

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.
(S10248)

ARC 114A - Architectural CAD Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Corequisites: Take ARC-114

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.
(S11284)

ARC 132 - Specifications & Contracts

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take ARC-112 and ARC-230

This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities.
(S12627)

ARC 211 - Light Constr Technology

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take ARC-111 and ARC-230

Corequisites: ARC-112

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.
(S13934)

ARC 213 - Design Project

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take All: ARC-111, ARC-112, ARC-114, ARC-114A, ARC-211 and ARC-230
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.
(S10726)

ARC 214 - Architectural Statics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take All: ARC-111, ARC-112, and MAT-121
This course covers the concepts of elementary statics as applied to architecture. Topics include forces, resultants, and types of force system; equations of equilibrium; reactions of simple architectural structures; internal forces in architectural roof trusses; frames and beams; centroids and moments of inertia as applied to architecture. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium as applied to architectural forms.
(S10740)

ARC 220 - Adv Architect CAD

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take ARC-114 Take ARC-114A
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. (S13375)

ARC 221 - Architectural 3-D CAD

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take ARC-114 Take ARC-220
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.
(S13466)

ARC 225 - Architectural BIM I

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Corequisites: Take ARC-225A

This course is an introduction to the fundamentals of Building Information Modeling (BIM) as a construction documentation system. Topics include basic parametric modeling, creating new types and families of components, and using 3D models to create design drawings. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models. (S23627)

ARC 225A - Architectural BIM I Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Corequisites: Take ARC-225

This course provides a laboratory setting to enhance architectural BIM skills. Emphasis is placed on further development of basic parametric modeling, creating new types and families of components. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models. (S23629)

ARC 230 - Environmental Systems

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set: Set 1: ARC-111 and MAT-121 Set 2: ARC-111 and MAT-171

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. (S23949)

ARC 231 - Arch Presentations

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

Prerequisites: Take ARC-111

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. (S13888)

ARC 235 - Architectural Portfolio

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take ARC-113 ARC-231

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. (S13879)

ASL 111 - Elementary ASL I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Corequisites: Take ASL-181

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. (S11976)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ASL 112 - Elementary ASL II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ASL-111; minimum grade C

Corequisites: Take ASL-182

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. (S12047)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ASL 181 - ASL Lab 1

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take ASL-111

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 grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. (S20855)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ASL 182 - ASL Lab 2

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take ASL-181; minimum grade C

Corequisites: Take ASL-112

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

demonstrate cultural awareness. (S20856)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ASL 211 - Intermediate ASL I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ASL-112; minimum grade C

Corequisites: Take ASL-281

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. (S20054)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ASL 212 - Intermediate ASL II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ASL-211; minimum grade C

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with 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 is a Summer Only Class.**** (S16236)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ASL 221 - Advanced ASL I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ASL-212

This course provides an expansion of the essential and advanced skills of ASL, including advanced vocabulary, lexicalized fingerspelling, and complex grammatical structures. Emphasis is placed on the advanced development of expressive, receptive and conversational skills, study of authentic and representative literacy and cultural texts. Upon completion, students will communicate more accurately with advanced complexity, and to present the topics in the various registers, pragmatics and genres of ASL.

****This is a Spring Only Class.****

(S22134)

ASL 250 - Linguistics of ASL

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ASL-112

This course is designed to increase knowledge and skills necessary to linguistically analyze ASL. Emphasis is placed on applying phonology, morphology, syntax, semantics, discourse and socio-linguistics of ASL. Upon completion, students should be able to demonstrate knowledge and understanding of the basic linguistics of ASL through a variety of assessment methods.

****This is a Fall Only Class**.**

(S22682)

ASL 281 - ASL Lab 3

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take ASL-182; minimum grade C

Corequisites: Take ASL-211

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the 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. (S20857)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

ATR 112 - Intro to Automation

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: RED-090 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 2: ENG-095 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 3: ENG-111 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 4: DRE-098 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. (S23467)

AUB 111 - Painting & Refinishing I

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

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. (S10171)

AUB 112 - Painting & Refinishing II

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take AUB-111

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.

****This is a Spring Only Class**.**

(S10119)

AUB 114 - Special Finishes

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take AUB-111

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.

****This is a Summer Only Class**.**

(S10135)

AUB 121 - Non-Structural Damage I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

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. (S12230)

AUB 122 - Non-Structural Damage II

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take AUB-121

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.

****This is a Spring Only Class**.**

(S12174)

AUB 131 - Structural Damage I

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

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.

****This is a Fall Only Class**.**

(S10839)

AUB 136 - Plastics & Adhesives

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

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.

****This is a Summer Only Class**.**

(S10794)

AUB 141 - Mech & Elec Components I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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.

****This is a Spring Only Class**.**

(S13093)

AUB 162 - Autobody Estimating

Class: 1 Lab: 2 Clinical: 0 **Credits: 3**

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.

****This is a Summer Only Class**.**

(S11329)

AUC 111 - Auto Customizing Research

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers planning, designs, and research used in automotive customizing. Emphasis is placed on auto customization planning, cost analysis, creative design techniques, and research of available add-on components used in auto customizing. Upon completion, students should be able to develop designs and prepare cost analyses incorporated into a plan of action for customizing vehicles.

****This is a Spring Only Class**.**

(S21523)

AUC 112 - Auto Custom Fabrication

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques.

****This is a Summer Only Class.****

(S21524)

AUC 114 - Custom Fiberglass Skills

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

This course will provide instruction in non-metallic customizing and repair techniques. Emphasis will be placed on diagnosis and repair of cracks, proper use of bonding agents, fiberglass body parts removal/replacement, and custom fabrication techniques using fiberglass materials. Upon completion, students should be able to identify types of fiberglass and demonstrate the ability to properly prepare, apply, and finish fiberglass components. (S21526)

AUC 115 - Glass Customizing Methods

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

This course will provide instruction on window removal/replacement, window tinting, and custom glass design etching techniques. Emphasis will be placed on proper removal/replacement, window tinting, laws concerning window tinting, and customizing techniques used to etch designs in auto glasses. Upon completion, students should be able to interpret the laws concerning window tinting, perform removal/replacement/tinting, and use customizing techniques to etch designs on auto glass. (S21527)

AUC 117 - Custom Airbrushing

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

This course covers custom airbrushing techniques, finish application, and equipment selection. Emphasis is placed on the design and application of custom airbrushing techniques and proper equipment maintenance. Upon completion, students should be able to design and apply custom airbrush graphics using a variety of techniques. (S22945)

AUT 116 - Engine Repair

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-085 RED-080 ENG-095 RED-090 ENG-111 or DRE-097 Take TRN-110 Take AUT-116A

Corequisites: Take AUT-116A

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, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

****This is a Fall Only Class**.**

(S21687)

AUT 116A - Engine Repair Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take AUT-116 Take ENG-085 RED-080 ENG-095 RED-090 ENG-111 or DRE-097 Take TRN-110

Corequisites: Take AUT-116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

****This is a Fall Only Class**.**

(S21688)

AUT 123 - Powertrain Diagn & Serv

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: ENG-085 RED-080 ENG-095 RED-090 ENG-111 or DRE-097 Take TRN-110

This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

****This is a Fall Only Class**.**

(S21689)

AUT 141 - Suspension & Steering Sys

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take TRN-110

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 steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

****This is a Spring Only Class**.**

(S21690)

AUT 141A - Suspension & Steering Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take AUT-141 Take TRN-110

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. 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 steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

****This is a Spring Only Class**.**

(S21691)

AUT 151 - Brake Systems

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111 Take AUT-151A

Corequisites: Take AUT-151A

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

****This is a Fall Only Class**.**

(S21692)

AUT 151A - Brakes Systems Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take AUT-151 Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

Corequisites: Take AUT-151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

****This is a Fall Only Class**.**

(S21693)

AUT 163 - Adv Auto Electricity

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take TRN-120

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

****This is a Spring Only Class.****

(S23604)

AUT 163A - Adv Auto Electricity Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take AUT-163 Take TRN-120

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

****This is a Spring Only Class.****

(S21699)

AUT 181 - Engine Performance 1

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take TRN-110

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

****This is a Summer Only Class.****

(S21701)

AUT 181A - Engine Performance 1 Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take AUT-181 Take TRN-110

Corequisites: Take AUT-181

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

****This is a Summer Only Class.****

(S21702)

AUT 212 - Auto Shop Management

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take TRN-110

This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

****This is a Summer Only Class.****

(S21705)

AUT 213 - Automotive Servicing 2

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, 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 to operate appropriate equipment.

****This is a Spring Only Class.****

(S21706)

AUT 221 - Auto Transm/Transaxles

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take TRN-110

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, diagnose and repair automatic drive trains.

****This is a Spring Only Class.****

(S21707)

AUT 221A - Auto Transm/Transax Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take AUT-221 TRN-110

Corequisites: Take AUT-221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. 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 diagnose and repair automatic drive trains.

****This is a Spring Only Class.****

(S21710)

AUT 231 - Man Trans/Axles/Drtrains

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take TRN-110

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 servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

****This is a Spring Only Class.****

(S22040)

AUT 231A - Man Trans/Ax/Drtrains Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take AUT-231 Take TRN-110

Corequisites: Take AUT-231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

****This is a Spring Only Class.****

(S21712)

AUT 281 - Adv Engine Performance

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take AUT-181 or AUT-183

This course utilizes service information and specialized test equipment to diagnose and 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 diagnosis and repair.

****This is a Fall Only Class**.**

(S21713)

BAF 110 - Principles of Banking

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S24131)

BAF 111 - Teller Training

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S10163)

BAF 143 - Financial Planning

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's financial picture and recommend strategies to achieve the customer's objectives. (S13055)

BAF 232 - Consumer Lending

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Spring Only Class**.**

(S12709)

BAF 234 - Residential Mort Lending

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Spring Only Class**.**

(S12657)

BAS 120 - Intro to Analytics

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course introduces basic concepts and applications of analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business. (S24318)

BAS 121 - Data Visualization

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take BAS-120

Restrictions: coreq or rule for BAS-121_2012FA

This course introduces key concepts in data visualization and reporting. Topics include concepts and methods used in graphical representation of data, exploration and reporting of data, and basic linear regression methods. Upon completion, students should be able to effectively use graphical tools to communicate insights about data. (S24319)

BAS 150 - Intro to Analytical Program.

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course introduces statistical software for analytics. Topics include utilization of analytical and statistical software packages for data management, data visualization, and exploratory data analysis. Upon completion, students should be able to use statistical programming tools to conduct descriptive analytics. (S24320)

BAS 220 - Appl. Analytical Program.

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take BAS-150

This course covers applications of statistical software for data management and reporting. Topics include data management, data preprocessing, and modeling including linear and logistic regression analysis using programming tools. Upon completion, students should be able to process data and generate reports that support business decision-making. (S24321)

BAS 221 - Intro to Predictive Analytics

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take All: BAS-121 and BAS-220

This course introduces foundations of predictive analytics. Topics include basic predictive modeling methods for both classification and regression tasks. Upon completion, students should be able to build and validate predictive models. (S24322)

BAS 230 - Applied Predictive Modeling

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take BAS-221

This course covers advanced applications of predictive models. Topics include the advanced use of classification and regression models in real-world scenarios. Upon completion, students should be able to utilize their knowledge and skills in predictive analytics to independently guide decision makers. (S24323)

BAS 240 - Data Structures for Analytics

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take All: BAS-121 and BAS-220

This course is designed to enhance student proficiency in data management skills for analytics applications. Topics include techniques and methods for identification, extraction, and preparation of data for processing with analytical software. Upon completion, students should be able to demonstrate the skills necessary to effectively organize and combine different data sources for analytic applications. (S24330)

BAS 270 - Adv Analytical Tools & Methods

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take All: BAS-221 and BAS-240

This course covers the planning and execution of an analytics project that integrates the analytical knowledge and skills acquired through prior coursework. Students will define and carry out an analytics project from inception to final reporting. Upon completion, students should be able to demonstrate their ability to apply analytic methods and best practices in a simulated business setting. (S24333)

BMS 117 - Marine Spray Finishing

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course covers the fundamental techniques used in the preparation and application of marine finishes, using modern coatings and spray equipment common to the marine manufacturing and service industry. Emphasis is placed on safety, product data sheets, mixing ratios, proper spray technique, troubleshooting finishes and equipment. Upon completion, students should be able to correctly operate tools to efficiently prepare surfaces, apply fairing compounds, primers and finish coats to industry standards. (S21973)

BUS 110 - Introduction to Business

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-097;

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. (S24149)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BUS 115 - Business Law I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. (S24153)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BUS 121 - Business Math

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DMA-010 and DMA-020 and DMA-030

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. (S14289)

BUS 125 - Personal Finance

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DMA-010 and DMA-020 and DMA-030

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. (S14300)

BUS 135 - Principles of Supervision

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take BUS-110

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 is a Spring Only Class**.**

(S12738)

BUS 137 - Principles of Management

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S24151)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

BUS 225 - Business Finance

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take ACC-120 Take BUS-121 and DMA-010 and DMA-020 and DMA-030

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. (S13686)

BUS 230 - Small Business Management

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11937)

BUS 239 - Bus Applications Seminar

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take One Set: Set 1: ACC-120, BUS-115, BUS-137, MKT-120, and ECO-151 Set 2: ACC-120, BUS-115, BUS-137, MKT-120, and ECO-251 Set 3: ACC-120, BUS-115, BUS-137, MKT-120, and ECO-252
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 workplace. (S12076)

BUS 240 - Business Ethics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S14002)

BUS 253 - Leadership and Mgt Skills

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S13328)

BUS 260 - Business Communication

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ENG-110 or ENG-111 Take One: CIS-110 or CIS-111
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 workplace. (S23621)

BUS 270 - Professional Development

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S11540)

BUS 280 - REAL Small Business

Class: 4 Lab: 0 Clinical: 0 **Credits: 4**

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. (S14264)

BUS 285 - Business Management Issues

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take BUS-137 Take ACC-120 BUS-115 ECO-151 MKT-120

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. (S14221)

CET 111 - Computer Upgrade/Repair I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. (S21574)

CET 125 - Voice and Data Cabling

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, including signal transmission. Topics include network design documentation, part list set-up, pulling and mounting cable, cable management, wiring closets, patch panel installation and termination including cable testing. Upon completion, students should be able to understand documentation, design, installation and safety issues associated with voice and data cabling. (S20154)

CET 130 - Operating System Prin

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications. (S21771)

CET 150 - Computer Forensics I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CTS-120 or CET-130

This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media. (S21772)

CET 211 - Computer Upgrade/Repair II

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CIS-110

Corequisites: Take CIS-110

This course covers concepts of repair, service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. (S21575)

CET 240 - Network Security

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take CET-172

This course is to provide a comprehensive study of network and computer security. Topics include security principles, establishing baselines, policies, network hardening, legal issues, disaster recovery, attack and defense techniques and technologies. Upon completion, students should be able to identify, establish, and maintain an appropriate security model on a computer network. (S21779)

CET 245 - Internet Servers

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CET-130

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and HTTP; installation and configuration of server software for web, FTP, DNS, mail, and other services. Upon completion, students should be able to set up and maintain Internet servers. (S21578)

CET 250 - Computer Forensics II

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CET-150

This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks. (S21781)

CHM 121 - Foundations of Chemistry

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is designed for those who have no previous high school chemistry or a grade of C or less in high school chemistry. Topics include matter, structure of the atom, nomenclature, chemical equations, bonding and reactions; mathematical topics include measurements, scientific notation, and stoichiometry. Upon completion, students should be able to demonstrate an understanding of chemical concepts and an ability to solve related problems in subsequent chemistry courses. (S14237)

CIS 70 - Fundamentals of Computing

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

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. (S11239)

CIS 115 - Intro to Prog & Logic

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: DMA-025 and DMA-040 Set 2: MAT-121 Set 3: MAT-171

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 use top-down algorithm design and implement algorithmic solutions in a programming language. (S24979)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CIS 115 - Intro to Prog & Logic

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-121 Set 3: MAT-171

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 use top-down algorithm design and implement algorithmic solutions in a programming language. (S24352)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CJC 100 - Basic Law Enforcement Training

Class: 10 Lab: 30 Clinical: 0 **Credits: 20**

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement

officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course (S25046)

CJC 111 - Intro to Criminal Justice

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S10631)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CJC 112 - Criminology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Spring Only Class.****

(S10598)

CJC 113 - Juvenile Justice

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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 is a Summer Only Class.****

(S10602)

CJC 114 - Investigative Photography

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

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.

(S20900)

CJC 120 - Interviews/Interrogations

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. (S11674)

CJC 121 - Law Enforcement Operations

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S11746)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CJC 122 - Community Policing

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S11648)

CJC 131 - Criminal Law

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Fall Only Class**.**

(S11110)

CJC 132 - Court Procedure & Evidence

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S11046)

CJC 141 - Corrections

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

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. (S12643)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CJC 160 - Terrorism: Underlying Issues

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. (S20701)

CJC 170 - Critical Incident Mgmt Pub Saf

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents. (S20591)

CJC 212 - Ethics & Comm Relations

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

(S10970)

CJC 213 - Substance Abuse

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S10983)

CJC 214 - Victimology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S10951)

CJC 215 - Organization & Administration

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S11008)

CJC 221 - Investigative Principles

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

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 is a Fall Only Class**.**

(S12498)

CJC 222 - Criminalistics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S12396)

CJC 225 - Crisis Intervention

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S12466)

CJC 231 - Constitutional Law

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S10090)

CJC 240 - Law Enfor Mgt. & Supervis

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take BUS-253

This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century. (S10480)

CMT 112 - Construction Mgt I

Class: 4 Lab: 4 Clinical: 0 **Credits: 6**

Prerequisites: Take CST-111 and CMT-214;

This course introduces students to the field of construction management technology. Topics include job planning, work methods, materials, equipment, and other related topics. Upon completion, students should be able to demonstrate basic knowledge of methods, materials, equipment, and the logical sequence of a construction project.

****This is a Spring Only Class.****

(S21745)

CMT 120 - Codes and Inspections

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects. (S23269)

CMT 210 - Construction Management Fund

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

****This is a Spring Only Class.****

(S23270)

CMT 212 - Total Safety Performance

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take CMT-210

This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, the student should be able to properly supervise safety at a construction jobsite and qualify for OSHA Training Certification.

****This is a Spring Only Class**.**

(S20398)

CMT 214 - Planning and Scheduling

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CMT-210 and BPR-130

This course covers the need for and the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling for mats, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills.

****This is a Fall Only Class**.**

(S13439)

CMT 218 - Human Relations Issues

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take CMT-210

This course provides instruction on human relations issues as they relate to construction project supervision. Topics include relationships, human behavior, project staffing issues, teamwork, effective communication networks, laws and regulations, and identifying and responding to conflict, crisis, and discipline. Upon completion, the student will demonstrate an understanding of the importance of human relations in the success of a construction project.

****This is a Spring Only Class.****

(S13461)

CSC 120 - Computing Fundamentals I

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050

Set 2: DMA-010, DMA-020 DMA-030 and DMA-045

Set 3: DMA-025, DMA-040 and DMA-050

Set 4: DMA-025 and DMA-045

Set 5: MAT-121

Set 6: MAT-171

Also take CIS-115

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. (S24980)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CSC 130 - Computing Fundamentals II

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take CSC-120

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional. (S14281)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CSC 133 - C Programming

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111 Take CIS-110

Corequisites: Take CIS-110

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. (S21065)

CSC 139 - Visual BASIC Programming

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

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. not used at this time (S21071)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CSC 151 - JAVA Programming

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

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. Upon completion students should be able to design, code, test, debug JAVA language programs. (S21076)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CSC 251 - Advanced JAVA Programming

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CSC-151

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. (S21089)

CSC 284 - Emerging Comp Prog Tech

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CET-172

This course provides students with the latest technologies and strategies in the field of Computer Programming. Emphasis is placed on the evaluation of developing Computer Programming Technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging Computer Programming Technologies and establish informed opinions. (S21093)

CST 111 - Construction I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

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.

****This is a Fall Only Class**.**

(S10559)

CST 112 - Construction II

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take CST-111

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. (S10519)

CST 150 - Building Science

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope, heating, ventilation and air conditioning (HVAC), indoor air quality, lighting, plumbing and electrical. Upon completion, students should be able to understand building systems interaction and performance.

****This is a Spring Only Class**.**

(S23517)

CST 238 - Weatherization

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course covers the use of current energy efficiency methods, materials, and techniques as applied to the weatherization of commercial and residential structures. Topics include the assessment of environmental impacts on energy consumption and building modifications that yield decreases in energy usage and increases in energy efficiency. Upon completion, students should be able to demonstrate competencies in building envelop analysis, energy-efficiency plan design, and implementation of weatherization plan. (S23592)

CST 241 - Planning/Estimating I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: BPR-130, MAT-121, or MAT-171

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

****This is a Fall Only Class**.**

(S23984)

CST 244 - Sustainable Bldg Design

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency and conservation of natural resources in relation to basic construction practices. (S22260)

CTI 110 - Web, Pgm, & Db Foundation

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. (S22510)

CTI 120 - Network & Sec Foundation

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. (S22511)

CTI 240 - Virtualization Admin I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take CET-130 or CTS-220 or NOS-110

This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration. (S23207)

CTS 115 - Info Sys Business Concepts

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S20996)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

CTS 120 - Hardware/Software Support

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

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, 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. (S23679)

CTS 130 - Spreadsheet

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take CIS-110 or CIS-111

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. (S24366)

CTS 240 - Project Management

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take CIS-110 or CIS-111

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

****This is a Spring Only Class**.** (S24369)

CUL 110 - Sanitation & Safety

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111 Take CUL-110A

Corequisites: Take CUL-110A

This course introduces the basic principles of sanitation and safety relative 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 the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. (S22835)

CUL 110A - Sanitation & Safety Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take CUL-110 Take one: ENG-095 RED-090 DRE-098 or ENG-111

Corequisites: Take CUL-110

This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on 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 practical applications of sanitation and safety procedures in the hospitality industry.
(S22836)

CUL 112 - Nutrition for Foodservice

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.
(S22837)

CUL 120 - Purchasing

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take CUL-120A

Corequisites: Take CUL-120A

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

****This is a Fall Only Class**.**

(S22838)

CUL 120A - Purchasing Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take CUL-120

This course provides a laboratory experience for enhancing student skills in purchasing for foodservice operations. Emphasis is placed on practical experiences in yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to demonstrate practical applications of purchasing within the hospitality industry.

****This is a Fall Only Class**.**

(S22839)

CUL 130 - Menu Design

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

****This is a Spring Only Class.****

(S22841)

CUL 135 - Food & Beverage Service

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: TAKE CUL-135A

Corequisites: TAKE CUL-135A

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages. (S22842)

CUL 135A - Food & Beverage Serv Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take CUL-135

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages. (S22843)

CUL 140 - Culinary Skills I

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

Corequisites: Take CUL-110 and CUL-110A

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

****This is a Fall Only Class**.** (S22844)

CUL 142 - Fundamentals of Food

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

Prerequisites: Take CUL-110

This course introduces the student to the basic principles of cooking, baking and kitchen operations. Topics include preparation methods for protein, starch, vegetable/fruit identification/selection, storage; breakfast cookery, breads, sweet dough/pastries, basic fabrication, knife skills, and mise en place. Upon completion, students should be able to execute efficiently a broad range of basic cooking/baking skills as they apply to different stations in foodservice operations. (S22845)

CUL 150 - Food Science

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

Corequisites: Take CUL-110, CUL-110A

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Emphasis is placed on practical application of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

****This is a Fall Only Class**.** (S22846)

CUL 160 - Baking I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

Corequisites: Take CUL-110 and CUL-110A

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

****This is a Fall Only Class**.** (S22847)

CUL 170 - Garde Manger I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take CUL-140

Corequisites: Take CUL-110 and CUL-110A

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 present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

****This is a Spring Only Class.**** (S22849)

CUL 214 - Wine Appreciation

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings. (S22852)

CUL 230 - Global Cuisines

Class: 1 Lab: 8 Clinical: 0 **Credits: 5**

Prerequisites: Take All: CUL-110 and CUL-140

This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

****This is a Spring Only Class.****

(S22808)

CUL 240 - Culinary Skills II

Class: 1 Lab: 8 Clinical: 0 **Credits: 5**

Prerequisites: Take All: CUL-110 and CUL-140

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; 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.

****This is a Spring Only Class.****

(S22853)

CUL 245 - Contemporary Cuisines

Class: 1 Lab: 8 Clinical: 0 **Credits: 5**

Prerequisites: Take All: CUL-110 and CUL-140

This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as a adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines. (S22810)

CUL 250 - Classical Cuisine

Class: 1 Lab: 8 Clinical: 0 **Credits: 5**

Prerequisites: Take All: CUL-110, CUL-140, and CUL-240

This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, 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. (S22855)

CUL 260 - Baking II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CUL-110 and CUL-160

This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills. (S22857)

CUL 270 - Garde Manger II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CUL-110, CUL-140, and CUL-170

This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces. (S22859)

CUL 275 - Catering Cuisine

Class: 1 Lab: 8 Clinical: 0 **Credits: 5**

Prerequisites: Take All: CUL-110, CUL-140, and CUL-240

This course covers the sequential steps to successful catering that include sales, client needs, menu planning, purchasing, costing, event pricing, staffing and sanitation concerns. Emphasis is placed on new culinary competencies and skills specific to catering preparation, presentation, and customer service. Upon completion, students should be able to demonstrate proficiency in the successful design and execution of various types of catering events. (S22861)

CUL 280 - Pastry & Confections

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CUL-110, CUL-140, and CUL-160

This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces. (S22862)

CUL 283 - Farm-To-Table

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

Prerequisites: Take All: CUL-110 and CUL-140

This course introduces students to the cooperation between sustainable farmers and foodservice operations. Emphasis is placed on environmental relationships, including how foods are grown, processed, and distributed, as well as related implications on quality and sustainability. Upon completion, students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine. (S22813)

CUL 285 - Competition Fundamentals

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take One: CUL-110, CUL-110A, CUL-140, or CUL-160

This course provides practical experience in planning, techniques, and procedures required for culinary competitions and exhibitions. Emphasis is placed on competition strategies including menu planning, teamwork, plate design, flavor profiles, recipe development, nutrition, advanced knife/culinary skills, professionalism, and portfolio development. Upon completion, students should be able to apply competition/exhibition skills and standards in the competition arena and professional kitchen. (S20901)

DBA 210 - Database Administration

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites:

This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.

****This is a Spring Only Class****. (S21021)

DDF 211 - Design Process I

Class: 1 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take DFT-112 DFT-154 DFT-211 MEC-145

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

****This is a Fall Only Class****.

(S20641)

DDF 212 - Design Process II

Class: 1 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take DDF-211 Take MEC-111 ELC-111

This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.

****This is a Spring Only Class.****

(S20817)

DEA 111 - Introduction to DEAT

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course is an overview of the digital effects and animation technology field from the most simple processes to the most complex. Topics covered include digitizing existing images, creating digital images, manipulation of images and various forms of computer animation. Upon completion, students should be able to demonstrate a vocabulary of the digital effects and animation field and a knowledge of our standing examples of work in the field. (S10024)

DEN 100 - Basic Orofacial Anatomy

Class: 2 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DEN-101

Corequisites: Take DEN-101

Restrictions: Must be enrolled in Dental Assisting (D45240) program

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 is a diploma-level course. (S14129)

DEN 101 - Preclinical Procedures

Class: 4 Lab: 6 Clinical: 0 **Credits: 7**

Prerequisites: Take DEN-111

Corequisites: Take DEN-111

Restrictions: Must be enrolled in Dental Assisting (D45240) program

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. (S20496)

DEN 102 - Dental Materials

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

Prerequisites: Take DEN-101

Restrictions: Must be enrolled in Dental Assisting (D45240) program

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. (S24548)

DEN 103 - Dental Sciences

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take DEN-100 Take DEN-106

Corequisites: Take DEN-106

Restrictions: Must be enrolled in Dental Assisting (D45240) program

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. (S14117)

DEN 104 - Dental Health Education

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DEN-101 DEN-111 Take DEN-106

Corequisites: Take DEN-106

Restrictions: Must be enrolled in Dental Assisting (D45240) program

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. (S20498)

DEN 105 - Practice Management

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take DEN-100 Take DEN-106

Corequisites: Take DEN-106

Restrictions: Must be enrolled in Dental Assisting (D45240) program

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. (S14095)

DEN 106 - Clinical Practice I

Class: 2 Lab: 0 Clinical: 0 **Credits: 6**

Prerequisites: Take DEN-101 Take DEN-111 Take DEN-103 DEN-104 DEN-112

Restrictions: Must be enrolled in Dental Assisting (D45240) program

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. (S24527)

DEN 107 - Clinical Practice II

Class: 1 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take DEN-106

Restrictions: Must be enrolled in Dental Assisting (D45240) program

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. (S14107)

DEN 110 - Orofacial Anatomy

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Corequisites: Take DEN-121

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S13235)

DEN 111 - Infection/Hazard Control

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Corequisites: Take DEN-101 or DEN-121

Restrictions: Must be enrolled in Dental Assisting (D45240) program or Dental Hygiene (A45260) program

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. (S13136)

DEN 112 - Dental Radiography

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Corequisites: Take DEN-100 or DEN-110, and take DEN-111

Restrictions: Must be enrolled in Dental Assisting (D45240) program or Dental Hygiene (A45260) program

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. (S20500)

DEN 120 - Dental Hyg Preclinic Lec

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Corequisites: Take DEN-121

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S13771)

DEN 121 - Dental Hygiene Precl Lab

Class: 0 Lab: 6 Clinical: 0 **Credits: 2**

Corequisites: Take DEN-110 and DEN-111 and DEN-120

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures. (S13759)

DEN 123 - Nutrition/Dental Health

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of Federal Nutritional Guidelines, nutrient functions, Recommended Daily Allowances, Adequate Intake, Tolerable Upper Intake Level, Estimated Average Requirement, 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. (S24466)

DEN 124 - Periodontology

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take DEN-110

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S13772)

DEN 125 - Dental Office Emergencies

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S12820)

DEN 130 - Dental Hygiene Theory I

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take DEN-120

Corequisites: Take DEN-131

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S11503)

DEN 131 - Dental Hygiene Clinic I

Class: 0 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DEN-121

Corequisites: Take DEN-130

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S11463)

DEN 140 - Dental Hygiene Theory II

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take DEN-130

Corequisites: Take DEN-141

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

This course introduces principles in treatment modification. Topics include modification of treatment for pain management and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications and radiographic abnormalities. (S24467)

DEN 141 - Dental Hygiene Clinic II

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take DEN-131

Corequisites: Take DEN-140

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S14275)

DEN 220 - Dental Hygiene Theory III

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take DEN-140

Corequisites: Take DEN-221

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

This course introduces advanced principles of patient care. Topics include advanced periodontal debridement, subgingival irrigation, air polishing, special needs and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised and special needs patients. (S24468)

DEN 221 - Dental Hygiene Clinic III

Class: 0 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take DEN-141

Corequisites: Take DEN-220

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S11261)

DEN 222 - General & Oral Pathology

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take One: BIO-163, BIO-165, or BIO-168 and also take DEN-110

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis. (S11225)

DEN 223 - Dental Pharmacology

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Corequisites: Take One: BIO-163, BIO-165, or BIO-168

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S11244)

DEN 224 - Materials and Procedures

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take DEN-111

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S11204)

DEN 230 - Dental Hygiene Theory IV

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take DEN-220

Corequisites: Take DEN-231

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties, technological advances, and completion of a case study presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry, technological advances and principles of case presentations. (S24469)

DEN 231 - Dental Hygiene Clinic IV

Class: 0 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take DEN-221

Corequisites: Take DEN-230

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S12938)

DEN 232 - Community Dental Health

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S24470)

DEN 233 - Professional Development

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Dental Hygiene (A45260) program

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. (S12943)

DES 110 - Architectural Graphics

Class: 0 Lab: 6 Clinical: 0 **Credits: 2**

Corequisites: Take DES-125 DES-135

This course introduces basic drafting skills and techniques. Emphasis is placed on the use of drafting equipment, lettering, dimensioning, elevations, sections, construction details, and design standards as related to interior design. Upon completion, students should be able to complete construction documents skillfully utilizing principles of drafting.

****This is a Fall Only Class**.** (S24219)

DES 111 - Creative Problem Solving

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take DES-110

This course is designed to improve conceptual abilities as applied to problems involved with creating practical designs. Emphasis is placed on the awareness of creative thinking techniques that are involved with producing a workable design in an innovative fashion. Upon completion, students should be able to apply creative thinking techniques to find innovative solutions to design challenges. (S24220)

DES 112 - Bldg/Construc Sys

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides an overview of the residential construction process for the interior designer. Emphasis is placed on providing the fundamental knowledge needed by the designer in residential construction basics and methods, including electrical and lighting, plumbing, sustainability, mechanical and ventilation, and the building envelope. Upon completion, students should be able to demonstrate effective communication required for effective collaboration with architects, engineers, and building contractors.

****This is a Spring Only Class.****

(S23623)

DES 115 - Color Theory

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DES-110 DES-125 DES-135 DES-225

This course introduces the element of color as a major design factor. Emphasis is placed on the physical, psychological, and other implications of color in design. Upon completion, students should be able to demonstrate knowledge of color and its effects on the human environment. (S10308)

DES 120 - CAD for Interior Design

Class: 0 Lab: 6 Clinical: 0 **Credits: 2**

Prerequisites: Take DES-110

This course introduces basic computer-aided design and drafting skills and techniques within interior design applications. Emphasis is placed on the most common computer commands used in architectural drafting and design to draw, edit, manipulate layers, and create templates. Upon completion, students should be able to use specific computer applications to complete drawings and plot/print.

****This is a Spring Only Class.****

(S24221)

DES 121 - CAD for Int Des/Advanced

Class: 0 Lab: 6 Clinical: 0 **Credits: 2**

Prerequisites: Take DES-120

This course provides advanced techniques in drafting on the computer and the applications of computer-aided design for various projects. Emphasis is placed on specific exercises that integrate and reinforce the presentation topics into a scaled drawing. Upon completion, students should be able to draw, transfer, and plot assigned floor plans in an efficient and accurate manner using the computer equipment and software provided. (S11967)

DES 125 - Visual Presentation I

Class: 0 Lab: 6 Clinical: 0 **Credits: 2**

Corequisites: Take DES-110 DES-135

This course introduces visual presentation techniques for communicating ideas. Topics include drawing, perspective drawing, rendering and mixed media. Upon completion, students should be able to present a design concept through graphic media.

****This is a Fall Only Class**.** (S24222)

DES 126 - Visual Presentation II

Class: 0 Lab: 6 Clinical: 0 **Credits: 2**

Prerequisites: Take DES-125

This course provides an in-depth study of visual presentation techniques. Topics include extensive rendering and mixed media experience and advanced measured perspective techniques. Upon completion, students should be able to present a complex design concept through graphic media. (S24223)

DES 130 - Digital App/Interior Design

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take DES-110 DES-125 DES-135

This course introduces digital applications using current appropriate software and emerging technologies. Emphasis is placed on the operation of computer software in interior design applications. Upon completion, students should be able to use digital media to prepare a design solution. (S24224)

DES 135 - Prin & Elem of Design I

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

Corequisites: Take DES-110 and DES-125

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through 2D and 3D exploration.

****This is a Fall Only Class**.** (S24225)

DES 136 - Prin & Elem of Design II

Class: 2 Lab: 4 Clinical: 0 **Credits: 4**

Prerequisites: Take DES-135

This course provides advanced study of design principles and elements. Emphasis is placed on color theory, pattern, and texture as used in design as well as an investigation of the psychology of color. Upon completion, students should be able to originate a color program for 2D and 3D exploration. (S24226)

DES 210 - Professional Practices/Int Des

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to demonstrate an understanding of basic business practices as they relate to the interior design profession.

****This is a Fall Only Class**.**

(S24227)

DES 220 - Interior Design Fundamentals

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: DES-135 and ARC-111 Set 2: DES-110 Set 3: DFT-115 Take One Set: Take DES-125 DES-135 ENG-095 Take DES-125 DES-135 RED-090 Take DES-125 DES-135 ENG-111 Take DES-125 DES-135 DRE-098

This course provides an introduction to the application of interior design principles. Emphasis is placed on spatial relationships, material selections, craftsmanship, and visual presentation techniques. Upon completion, students should be able to apply interior design principles and illustrate design solutions through visual communication.

****This is a Spring Only Class.****

(S24228)

DES 225 - Textiles for Interiors

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course includes the study of textiles and their applications for a variety of interiors. Emphasis is placed on history, manufacturing processes, fiber characteristics, and residential and non-residential applications. Upon completion, students should be able to specify appropriate textiles. (S24229)

DES 230 - Residential Design I

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take DES-125 DES-136 DES-220

This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to present scaled floor plans, elevations, specifications, color schemes finishes and furniture selection.

****This is a Fall Only Class**.**

(S24230)

DES 231 - Residential Design II

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take DES-230

This course provides advanced projects with a client profile that utilizes the skills developed in DES 230. Emphasis is placed on a total concept and the presentation of appropriate and creative design solutions. Upon completion, students should be able to complete a detailed floor plan, space planning, furniture plan, specifications, program schedules, finishes, and detailed window treatments.

****This is a Spring Only Class.****

(S10619)

DES 235 - Products

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course provides an overview of interior products. Topics include floor coverings; wall coverings and finishes; ceilings, moldings, and furniture construction techniques; and other interior components. Upon

completion, students should be able to identify and select appropriate materials and furnishings for interior spaces based on application.

****This is a Fall Only Class**.**

(S24231)

DES 238 - Sustainable Interiors

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces basic concepts of sustainability and green design as they relate to interior environments. Topics include sustainable design principles, LEED™ and other sustainable rating and certification programs, low impact materials, indoor air quality, and energy and water conservation. Upon completion, students should be able to demonstrate a general understanding of the basic principles of sustainable interiors through hands-on application. (S24232)

DES 240 - Commercial/Contract Design I

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take DES-220

This course is designed to focus on commercial/contract design including retail, office, institutional, healthcare and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for non-residential interiors. Upon completion, students should be able to analyze design and present non-residential projects.

****This is a Fall Only Class**.**

(S24233)

DES 241 - Comm/Contract Design II

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take DES-240

This course provides an in-depth study of non-residential design exploring more comprehensive design solutions such as health care facilities, furniture gallery design, and large office complexes. Emphasis is placed on design of commercial interiors and suitability of materials to meet ADA requirements, codes, and standards. Upon completion, students should be able to design non-residential spaces meeting ADA requirements and select furniture, materials, fabrics, and accessories meeting codes and flammability standards.

****This is a Spring Only Class.****

(S21678)

DES 242 - Kitchen/Bath Design

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: ARC-111 or DES-110 or DFT-115

This course covers the fundamentals of kitchen and bath design. Emphasis is placed on the principles and elements of kitchen and bath design, analysis of client needs, specifying products, and drafting design

solutions. Upon completion, students should be able to produce basic kitchen and bath design utilizing standards established by the National Kitchen and Bath Association (NKBA).

****This is a Spring Only Class.**** (S23672)

DES 243 - Advanced Kitchen/Bath Design

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DES-242

This course covers advanced kitchen and bath design. Emphasis will be placed on universal design solutions, producing professional working documents, and mastery of developing and presenting a design concept and theme. Upon completion, students should be able to execute complex kitchen and bath designs. (S23673)

DES 255 - History of Interiors & Furn I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces architecture, interiors, and furnishings in a variety of historic styles from Prehistoric to Neoclassical. Emphasis is placed on vocabulary, chronology, and style recognition. Upon completion, students should be able to recognize, classify and describe major styles of furniture, interiors, and architecture. (S24234)

DES 256 - History of Interiors & Furn II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 ORENG-111

This course continues the study of architecture, interiors, and furnishings from a variety of historic styles from Colonial to Contemporary. Emphasis is placed on style recognition, vocabulary, and chronology. Upon completion, students should be able to recognize, classify and describe major styles of furniture, interiors, and exteriors.

****This is a Fall Only Class**.**

(S24235)

DES 260 - Materials Calc/Int Design

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DES-225 DES-235;

This course includes the study of calculations for square footage, square yardage, and cut-length yardage. Emphasis is placed on the development of workable formulas, worksheets, and order forms that can be used in an interior design business. Upon completion, students should be able to produce electronic worksheets and order forms for calculating window treatments, wall coverings, and floor coverings for a given space. (S12551)

DES 265 - Lighting/Interior Design

Class: 1 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DES-110

This course introduces theory and contemporary concepts in lighting. Topics include light levels, light quality, lamps and fixtures, and their use and application in interior design. Upon completion, students should be able to visually communicate light concepts and requirements based on national standards and select solutions for specific lighting scenarios. (S24236)

DES 285 - Capstone/Interior Design

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take DES-230 and DES-240

Corequisites: Take DES-210

This course provides additional studio time to investigate areas of special interest, upgrade weaknesses, and/or capitalize on strengths. Topics include a broad range of options, both residential and non-residential, combining individual research and instructional guidance. Upon completion, students should be able to complete the graphics, client folder, and all schedules for a professional project.

****This is a Spring Only Class.**** (S24324)

DFT 111 - Technical Drafting I

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take DMA-010 and DMA-020 and DMA-030 Take DFT-111A and DFT-151

Corequisites: Take DFT-111A, DFT-151

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.

****This is a Fall Only Class**.**

(S16295)

DFT 111A - Technical Drafting I Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Corequisites: Take DFT-111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

****This is a Fall Only Class**.** (S11814)

DFT 112 - Technical Drafting II

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take DFT-111 Take DFT-151 Take DFT-112A

Corequisites: Take DFT-112A

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

****This is a Spring Only Class.****

(S16296)

DFT 112A - Technical Drafting II Lab

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take DFT-111 and DFT-151

Corequisites: Take DFT-112

This course provides a laboratory setting to enhance advance 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 experiences to the concepts presented in DFT 112.

****This is a Spring Only Class.**** (S10249)

DFT 119 - Basic CAD

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take MAC-111 and MAC-132

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. (S13624)

DFT 151 - CAD I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take DMA-010 and DMA-020 and DMA-030

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.

****This is a Fall Only Class**.**

(S13857)

DFT 152 - CAD II

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take DFT-151;

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. (S20642)

DFT 154 - Intro Solid Modeling

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take DFT-151

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

****This is a Spring Only Class.****

(S20664)

DFT 170 - Engineering Graphics

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. (S20734)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DFT 211 - Gears, Cams, & Pulleys

Class: 1 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: DFT-111 and MAT-121 Set 2: DFT-111 and MAT-171

This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios. (S23985)

DFT 231 - Jig & Fixture Design

Class: 1 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DFT-254

This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture.

****This is a Spring Only Class.****

(S20665)

DFT 254 - Intermed Solid Model/Render

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take DFT-154

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly. (S20156)

DRA 111 - Theatre Appreciation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. (S11248)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 112 - Literature of the Theatre

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S10971)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 120 - Voice for Performance

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. (S12868)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 122 - Oral Interpretation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. (S12397)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 126 - Storytelling

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the

history of storytelling, its value and purpose, techniques of the storyteller, 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. (S12896)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 128 - Children's Theatre

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. (S12864)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 130 - Acting I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

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. (S10305)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 131 - Acting II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take DRA-130

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. (S10315)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 135 - Acting for the Camera I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. (S10316)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 136 - Acting for the Camera II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take DRA-135

This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. (S10289)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 140 - Stagecraft I

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. (S11936)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 141 - Stagecraft II

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take DRA-140

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. (S12066)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 142 - Costuming

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. (S11992)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 145 - Stage Make-Up

Class: 1 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. (S12089)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 170 - Play Production I

Class: 0 Lab: 9 Clinical: 0 **Credits: 3**

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. (S10529)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 171 - Play Production II

Class: 0 Lab: 9 Clinical: 0 **Credits: 3**

Prerequisites: Take DRA-170

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. (S10530)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 175 - Teleplay Production I

Class: 0 Lab: 9 Clinical: 0 **Credits: 3**

This course provides an applied laboratory study of the processes involved in production of a dramatic television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing dramatic television programming. Upon completion, students should be able to participate in an assigned position with a college dramatic television production. (S10542)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 211 - Theatre History I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course covers the development of theatre from its origin to the closing of the British theatre 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 theatre and recognize the styles and types of world drama. (S10268)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 212 - Theatre History II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre 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 theatre and recognize the styles and types of world drama. (S10226)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 230 - Acting III

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take DRA-131

This course is designed to include an exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble. (S10671)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 231 - Acting IV

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take DRA-230

This course is designed to include further exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble. (S10673)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 240 - Lighting for the Theatre

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. (S13476)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 260 - Directing

Class: 0 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take DRA-130 Take DRA-140

This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. (S11775)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 270 - Play Production III

Class: 0 Lab: 9 Clinical: 0 **Credits: 3**

Prerequisites: Take DRA-171

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. (S11079)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

DRA 271 - Play Production IV

Class: 0 Lab: 9 Clinical: 0 **Credits: 3**

Prerequisites: Take DRA-270

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. (S11029)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EDU 114 - Intro to Family Childcare

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DMA-010, DMA-020, and DMA-030 Take DRE-097 Take ENG-085 or DRE-097

Corequisites: Take DRE-097

This course introduces the student to family child care home environments with emphasis on standards and developmentally effective approaches for supporting diverse children and families. Topics include standards for quality, curriculum for multiple age groups, authentic assessment methods, business practices, building

positive family and community partnerships, and professionalism. Upon completion, students should be able to design a family childcare handbook that reflects a healthy, respectful, supportive, and stimulating learning environment. (S23993)

EDU 119 - Intro to Early Child Educ

Class: 4 Lab: 0 Clinical: 0 **Credits: 4**

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans. (S24238)

EDU 131 - Child, Family, and Community

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-097 Take EDU-119

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including a appropriate use of technology to support every child. (S24558)

EDU 144 - Child Development I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-097 Take PSY-150 EDU-119

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. (S24559)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EDU 145 - Child Development II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-097 Take EDU-119 PSY-150

This course includes the theories of child development, observation and assessment, milestones, and factors

that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. (S24560)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EDU 146 - Child Guidance

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-097 Take EDU-119 PSY-150

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. (S24561)

EDU 151 - Creative Activities

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-097 Take EDU-151A

This course introduces developmentally supportive creative learning environments with a attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. (S24562)

EDU 151A - Creative Activities Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take EDU-151 and DRE-097

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities. (S23696)

EDU 153 - Health, Safety and Nutrition

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-097 Take EDU-119

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. (S24564)

EDU 188 - Issues in Early Child Ed

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take DRE-097 Take EDU-119

Corequisites: Take DRE-097

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. (S23762)

EDU 221 - Children With Exceptionalities

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one set: Set 1: EDU-144, EDU-145 Set 2: PSY-244 PSY-245 Take DRE-098 Take EDU-119

This course covers typical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. (S24571)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EDU 234 - Infants, Toddlers, and Twos

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take EDU-119 Take DRE-098 Take EDU-119

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. (S25133)

EDU 234A - Infants/Toddlers and Twos Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take EDU-234 and DRE-098 Take EDU-119 EDU-144

This course focuses on practical applications that support the healthy development of children birth to 36 months by applying principles of quality, individualized, responsive/engaging relationships and experiences. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care to support a foundation for healthy development and growth of children birth to 36 months culturally, linguistically, and ability diverse through responsive planning and positive exposure to a variety of experiences/materials. (S24574)

EDU 235 - School-Age Develop & Programs

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-098 Take EDU-119

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities. (S24575)

EDU 250 - Teacher Licensure Preparation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: ENG-111 and MAT-143 Set 2: ENG-111 and MAT-152 Set 3: ENG-111 and MAT-171

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. (S25134)

EDU 251 - Exploration Activities

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-098 Take EDU-119 Take EDU-251A

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children. (S24576)

EDU 251A - Exploration Activities Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take EDU-251 and DRE-098 Take EDU-119

This course provides a laboratory component to practice content knowledge gained from EDU 251. Emphasis is placed on practical experience that enhances the fundamental concepts. Upon completion, students should be able to demonstrate the discovery approach to teaching and plan appropriate science, technology, engineering, math, and social studies experiences for each child. (S24577)

EDU 259 - Curriculum Planning

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take EDU-119 Take DRE-098 Take 1 group: Take EDU-151 EDU-151A OR Take EDU-251 EDU-251A OR Take EDU-280 EDU-280A

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. (S24578)

EDU 261 - Early Childhood Admin I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take EDU-119 and DRE-098

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. (S24579)

EDU 262 - Early Childhood Admin II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take All: DRE-098, EDU-119 and EDU-261

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. (S24580)

EDU 263 - School-Age Program Admin

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take DRE-098 Take EDU-119

Corequisites: Take DRE-098

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the

physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program. (S23735)

EDU 271 - Educational Technology

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-098 Take 1 group; CIS-110 EDU-119 OR CIS-111 EDU-119

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology. (S24581)

EDU 280 - Language/Literacy Experiences

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take DRE-098 Take EDU-119 Take EDU-280A

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. (S24582)

EDU 280A - Literacy Exp Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take EDU-280 and DRE-098 Take EDU-119 Take EDU-280

Corequisites: Take All: DRE-098 and EDU-280

This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences. (S23739)

EDU 284 - Early Child Capstone Prac

Class: 1 Lab: 9 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set: Set 1: EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2: EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151 Set 3: EDU-119, PSY-245, EDU-144, EDU-146, and EDU-151 Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151 Take DRE-098

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and

Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and on-site faculty assessments. (S24584)

EGR 110 - Intro to Engineering Tech

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals. (S20645)

EGR 115 - Intro to Technology

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

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.

****This is a Fall Only Class**.**

(S20666)

EGR 150 - Intro to Engineering

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. (S20709)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EGR 212 - Logic System Design I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take All: MAT-271 and PHY-251

This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems. (S20145)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EGR 214 - Num Methods for Engineers

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take MAT-272

This course introduces contemporary methods and tools for numerical analysis in engineering. Topics include numerical methods in differentiation, integration, root-finding, linear and non-linear regressions. Upon completion, students should be able to demonstrate: basic structured programming concepts involving decision making, loops, functions, and parameter passing; common numerical methods used in engineering analysis; estimation of the amount of error inherent in different numerical methods; assessment of numerical efficiency; method assessment of numerical efficiency; and convergence properties of different numerical methods. (S25082)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EGR 220 - Engineering Statics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PHY-251 Take MAT-272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. (S13929)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EGR 225 - Engineering Dynamics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take EGR-220 Take MAT-273

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. (S13963)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

EGR 251 - Statics

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take PHY-131

This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.

****This is a Fall Only Class**.**

(S23502)

EGR 252 - Strength of Materials

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take EGR-251 Take MEC-145

This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components.

****This is a Spring Only Class.****

(S23503)

ELC 111 - Intro to Electricity

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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.

****This is a Fall Only Class**.**

(S11841)

ELC 111IS - Intro to Electricity - Ind Sys

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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. (L23360)

ELC 111ME - Intro to Electricity - Mec Eng

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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. (L23362)

ELC 112 - DC/AC Electricity

Class: 3 Lab: 6 Clinical: 0 **Credits: 5**

Prerequisites: Take One Set: Set 1: RED-090 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 2: ENG-095 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 3: ENG-111 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 4: DRE-098 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050

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.

****This is a Fall Only Class**.**

(S23481)

ELC 113 - Residential Wiring

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set: Set 1: RED-090 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 2: ENG-095 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 3: ENG-111 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 4: DRE-098 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print 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 residential electrical installations.

****This is a Fall Only Class**.**

(S23518)

ELC 114 - Commercial Wiring

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set:

Set 1: RED-090 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050

Set 2: ENG-095 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050

Set 3: ENG-111 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050

Set 4: DRE-098 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050

Also take ELC-112 and ELC-113

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial 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 commercial electrical installations.

****This is a Spring Only Class.**** (S23519)

ELC 115 - Industrial Wiring

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take ELC-113

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.

****This is a Summer Only Class.****

(S23520)

ELC 117 - Motors and Controls

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take One Set: Set 1: RED-090 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 2: ENG-095 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 3: ENG-111 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 4: DRE-098 DMA-010 DMA-020 DMA-030 DMA-040 DMA-050

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

****This is a Spring Only Class.****

(S23521)

ELC 118 - National Electrical Code

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take ELC-111 ELC-112 or ELC-113

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.

****This is a Spring Only Class.****

(S11926)

ELC 119 - NEC Calculations

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take ELC-118

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.

****This is a Summer Only Class.****

(S11833)

ELC 121 - Electrical Estimating

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take ELC-113

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.

****This is a Fall Only Class**.**

(S21591)

ELC 125 - Diagrams and Schematics

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

****This is a Summer Only Class.****

(S10647)

ELC 128 - Intro to PLC

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take ELC-111 or ELC-117 or ELC-131

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 understand basic PLC systems and create simple programs. (S23522)

ELC 131 - Circuit Analysis I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take ENG-095 RED-090 DRE-098 or ENG-111

Corequisites: Take MAT-121 or MAT-171

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, 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. (S23482)

ELC 133 - Circuit Analysis II

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take ELC-131

This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

****This is a Spring Only Class.****

(S23484)

ELC 213 - Instrumentation

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take ELC-112 ELC-111 or ELC-131

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation. (S21598)

ELC 220 - Photovoltaic Sys Tech

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take ALT-120 or ELC-111

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

****This is a Fall Only Class**.**

(S23449)

ELC 221 - Adv PV Sys Designs

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take ELC-220

This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems.

****This is a Spring Only Class.****

(S23453)

ELC 228 - PLC Applications

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take ELC-128

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems. (S21601)

ELC 230 - Wind & Hydro Power Sys

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis, measurement, and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source.

****This is a Fall Only Class**.**

(S23454)

ELN 114 - Marine Electronics

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces a wide variety of marine electronics that are used in the marine research industry. Topics include basic theory, AC/DC power systems, components, circuits, testing, troubleshooting, and installation of AC and DC marine electronics. Upon completion, students should be able to install, maintain, and operate basic marine electronics used in the marine research industry. (S21621)

ELN 131 - Analog Electronics I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take ELC-131 and MAT-121 or MAT-171

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

****This is a Spring Only Class.****

(S23487)

ELN 132 - Analog Electronics II

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take ELN-131

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment. (S23509)

ELN 133 - Digital Electronics

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take ELC-131

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (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 is a Fall Only Class**.**

(S23488)

ELN 150 - CAD for Electronics

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take ELC-131

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. (S21630)

ELN 152 - Fabrication Techniques

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation. (S21631)

ELN 231 - Industrial Controls

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take ELC-111 or ELC-131

This course introduces the fundamental concepts of 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 schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (S21639)

ELN 232 - Intro to Microprocessors

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take CSC-133 ELN-133

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, 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. (S21640)

ELN 234 - Communication Systems

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Corequisites: Take ELN-133

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication

circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.
(S21642)

ELN 235 - Data Communication Sys

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take ELN-234(S21642);

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems. (S21643)

ELN 236 - Fiber Optics and Lasers

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take ELC-111 or ELC-131

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals. (S20400)

ELN 237 - Local Area Networks

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CIS-110 CET-172

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network. (S21644)

ELN 238 - Advanced LANs

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take TNE-255

This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.

****This is a Spring Only Class**.**

(S21645)

ELN 246 - Cert Elect Tech Prep

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ELN-234

This course covers electronic principles, theories, and concepts. Emphasis is placed on those items covered in the Certified Electronic Technician examination. Upon completion, students should be able to demonstrate competence in electronics and be prepared for the Certified Electronic Technician examination. (S11665)

ELN 260 - Prog Logic Controllers

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions. (S21655)

ELN 275 - Troubleshooting

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take ELN-133 ORELN 141

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. Not used at CFCC 5.16.07 (S21659)

EMS 110 - EMT

Class: 6 Lab: 6 Clinical: 0 **Credits: 8**

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

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 certification.

****This is a Fall Only Class**.**

(S23869)

EMS 121 - AEMT Clinical Practicum

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take EMS-110 Take EMS-120

This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competence at the Advanced EMT skill level. (S23871)

EMS 122 - EMS Clinical Practicum I

Class: 0 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take EMS-110

Corequisites: Take EMS-130

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

****This is a Spring Only Class.**** (S23872)

EMS 125 - EMS Instructor Methodology

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

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.

****This is a Summer Only Class.****

(S10755)

EMS 130 - Pharmacology

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take EMS-110

Corequisites: Take EMS-122

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

****This is a Spring Only Class.**** (S23874)

EMS 131 - Advanced Airway Management

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take EMS-110

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course is designed to provide advanced airway management techniques and is required for 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.

****This is a Spring Only Class.****

(S23875)

EMS 140 - Rescue Scene Management

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course introduces rescue scene management. Topics include response to hazardous material conditions, 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.

****This is a Summer Only Class.****

(S23876)

EMS 160 - Cardiology I

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take EMS-110

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

****This is a Spring Only Class.****

(S23873)

EMS 220 - Cardiology II

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take All: EMS-122, EMS-130, and EMS-160

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

****This is a Summer Only Class.****

(S23878)

EMS 221 - EMS Clinical Practicum II

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take All: EMS-122 and EMS-130

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

****This is a Summer Only Class.****

(S23879)

EMS 231 - EMS Clinical Pract III

Class: 0 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take All: EMS-130 and EMS-221

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

****This is a Fall Only Class**.**

(S23880)

EMS 235 - EMS Management

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

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.

****This is a Spring Only Class.****

(S11658)

EMS 240 - Patients W/ Special Challenges

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take All: EMS-122 and EMS-130

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

****This is a Fall Only Class**.**

(S23919)

EMS 241 - EMS Clinical Practicum IV

Class: 0 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take All: EMS-130 and EMS-231

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

****This is a Spring Only Class.****

(S23920)

EMS 250 - Medical Emergencies

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take All: EMS-122 and EMS-130

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

****This is a Summer Only Class.****

(S23921)

EMS 260 - Trauma Emergencies

Class: 1 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take All: EMS-122 and EMS-130

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 an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

****This is a Fall Only Class**.**

(S23922)

EMS 270 - Life Span Emergencies

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take All: EMS-122 and EMS-130

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. 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.

****This is a Spring Only Class.****

(S23923)

EMS 280 - EMS Bridging Course

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Emergency Medical Science (A45340) program

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills. (S23924)

EMS 285 - EMS Capstone

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take All: EMS-220, EMS-250, and EMS-260

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

****This is a Spring Only Class.****

(S10931)

ENV 110 - Environmental Science

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers fundamental scientific principles and problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment.

****This is a Summer Only Class**.**

(S23360)

ENV 226 - Environmental Law

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality. (S23490)

EPT 120 - Sociology of Disaster

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long 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. (S20530)

EPT 124 - EM Services Law & Ethics

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations. (S22188)

EPT 130 - Mitigation & Preparedness

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan. (S22189)

EPT 140 - Emergency Management

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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 an understanding of comprehensive emergency management and the integrated emergency management system.

****This is a Summer Only Class.****

(S23936)

EPT 150 - Incident Management

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System. (S22186)

EPT 210 - Response & Recovery

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster, response, and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster. (S22187)

EPT 220 - Terrorism and Emer. Mgt.

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics 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. (S22024)

EPT 275 - Emergency Ops Center Mgt

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides students with the knowledge and skills to effectively manage and operate an emergency operations center (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. (S22025)

FIP 120 - Intro to Fire Protection

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

****This is a Fall Only Class**.**

(S23882)

FIP 124 - Fire Prevention & Public Ed

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. 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.

****This is a Fall Only Class**.**

(S23883)

FIP 128 - Detection & Investigation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. 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.

****This is a Fall Only Class**.**

(S23884)

FIP 132 - Building Construction

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the principles and practices reference in NFPA standard 220 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 and their positive or negative aspects as related to fire conditions.

****This is a Fall Only Class**.**

(S23885)

FIP 136 - Inspections & Codes

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. 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.

****This is a Summer Only Class.****

(S23886)

FIP 152 - Fire Protection Law

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers fire protection law as referenced in NFPA standard 1. Topics include 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 is a Spring Only Class.****

(S23888)

FIP 156 - Computers in Fire Svc

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course covers the use of computers by fire protection organizations. Topics include operating systems, networking concepts, fire incident reporting systems, and other software applications in fire protection.

Upon completion, students should be able to demonstrate knowledge of computers and their applications to fire protection.

****This is a Spring Only Class.****

(S23890)

FIP 162 - Firefighter Safety & Wellness

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

The purpose of this course is to reduce firefighter injuries and fatalities by discussing topics that impact firefighter safety. Emphasis is placed on national standards, the 16 Life Safety Initiatives, and current events to identify changes needed to create a culture of safety. Upon completion, students should be able to define and describe the need for cultural and behavioral changes within the emergency services.

****This is a Spring Only Class.****

(S24210)

FIP 164 - OSHA Standards

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, 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.

****This is a Fall Only Class**.**

(S23893)

FIP 220 - Fire Fighting Strategies

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. 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 as it relates to operations involving various emergencies in fire and non-fire situations.

****This is a Fall Only Class**.**

(S23898)

FIP 221 - Adv Fire Fighting Strat

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take FIP-220

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System (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.

****This is a Spring Only Class.****

(S23899)

FIP 228 - Local Govt Finance

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

****This is a Spring Only Class.****

(S23902)

FIP 240 - Fire Service Supervision

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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 effective fire service supervision, meeting elements of NFPA 1021.

****This is a Spring Only Class.****

(S23908)

FIP 256 - Munic Public Relations

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. 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 public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.

****This is a Summer Only Class.****

(S23912)

FIP 276 - Managing Fire Services

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides an overview of fire department operative services referenced in NFPA standard 1021. 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.

****This is a Summer Only Class.****

(S23917)

FST 102 - Foodservice Skills I

Class: 4 Lab: 8 Clinical: 0 **Credits: 8**

Prerequisites: Take One: FST-103 or CUL-110

Corequisites: CUL-110

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations. (S22866)

FVP 111 - Intro. to Film and Video

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course is an overview of the film making process from conceptualization to execution and examines film genres in the context of history, theory, creativity, and commerce. Topics include the history of film and video in the US, technical terminology, relationships between various job categories, and the language of film. Upon completion, students should be able to demonstrate a film vocabulary and knowledge of working conditions in the film/video production field. (S13357)

FVP 112 - Art Dept Operations I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

This course introduces practical fabrication skills for wood and other materials required to build both props and sets from blueprints, photographs, or sketches. Emphasis is placed on the safe use of hand and power tools, and the skills required for collaborative efforts in set and prop construction. Upon completion students should be able to demonstrate a working knowledge of the equipment and skills necessary to assist in constructing sets and props.

****This is a Fall Only Class**.**

(S13281)

FVP 113 - Grip & Electrical I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

This course covers various grip/support packages used in different environments for studio and location. Topics include lighting units, hardware, stands, color media, and electrical theory with emphasis on safety. Upon completion, students should be able to execute basic grip and electrical directions given by the key grip, and/or gaffer.

****This is a Spring Only Class.****

(S13333)

FVP 114 - Camera & Lighting I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course covers the basic principles of video camera and recorder operations in professional formats, crew

protocol and safety, and basic lighting theory and application. Emphasis is placed on terminology, the characteristics of light, basic lighting procedures, and proper procedures of field recording with video equipment. Upon completion, students should be able to demonstrate an understanding of the basic technical terms of camera operation, video recording and lighting equipment.

****This is a Fall Only Class**.**

(S13243)

FVP 115 - Camera & Lighting II

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take FVP-114

This course offers advanced principles of video camera and recorder operations and introduces students to film formats and equipment as well as advanced lighting theory applications. Emphasis is placed on terminology, lighting for effect, and color correction. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting theory and applications, and assist on studio and location shoots.

****This is a Spring Only Class.****

(S13336)

FVP 116 - Sound Operations

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course provides an overview of sound theory, methods, and technologies for location and studio recording, and hands-on work in location sound gathering. Emphasis is placed on terminology, protocol, cabling, trouble-shooting, mixing skills and safety aspects associated with hands-on work in sound gathering. Upon completion, students should be able to demonstrate an understanding of sound theory and terminology and assist professionals in sound gathering in both film and audio production.

****This is a Spring Only Class.****

(S16377)

FVP 117 - Make-Up & Wardrobe

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course covers talent presentation for camera including period and genre make-up styles, materials and methods of fabrication. Emphasis is placed on understanding the wardrobe department, make-up application, prosthetics and special effects make-up with emphasis on safety, hygiene, durability and continuity. Upon completion, students should understand the functions of the wardrobe department and demonstrate competence in the use of various make-up applications. (S16378)

FVP 120 - Art Dept. Operations II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take FVP-112

This course provides a more in depth coverage of the skills necessary to assist in the set construction, paint, set dressing, props and greens departments. Emphasis is placed on the skill range required for each craft including, but not limited to, plumbing, casting, wallpapering, furniture construction, upholstery, wiring and

drapery. Upon completion students should be competent to assist in all fields related to the fabrication and decoration of sets and props.

****This is a Spring Only Class.****

(S10528)

FVP 130 - Grip and Electrical II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take FVP-113

This course provides a more in depth coverage of grip/support packages used in studio work and on location. Topics include advanced coverage of lighting, color media, and camera dollies, rigging, and electrical distribution with emphasis on safety issues. Upon completion students should be able to execute grip and electrical directions given by the key grip, gaffer, cinematographer and/or director of photography.

****This is a Fall Only Class**.**

(S11543)

FVP 212 - Production Techniques I

Class: 1 Lab: 12 Clinical: 0 **Credits: 5**

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in the film and video industry.

****This is a Summer Only Class.****

(S20850)

FVP 213 - Production Techniques II

Class: 1 Lab: 12 Clinical: 0 **Credits: 5**

Prerequisites: Take FVP-212

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in key positions in the film and video industry.

****This is a Summer Only Class.****

(S16382)

FVP 215 - Production Management

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take FVP-111

Corequisites: Take One: FVP-238 or FVP-240

This course emphasizes the activity of script breakdown in pre-production as well as the activities of the production office in both the production and post-production stages. Emphasis is placed on procedures, use of industry standard forms and software, as well as the functions and practices of the production office. Upon completion students should be able to demonstrate the people and technical skills necessary to assist above-the-line professionals in all types of film and video production. (S24281)

FVP 220 - Editing I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course covers film and video editing from traditional methods to digital non-linear systems and basic film lab and transfer facility procedures. Topics include terminology, technologies, aesthetics, basic picture-only editing skills; and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture only editing skills.

****This is a Fall Only Class**.**

(S20851)

FVP 223 - Postproduct. Sound Design

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take One: FVP-116 or FVP-220

This course covers audio postproduction recording, mixing, and editing techniques, technologies, and aesthetics for the development of a compelling soundtrack for film and video media. Topics include using library effects, recording sound, effects and Foley to reinforce images and the story, preparing and mixing sound tracks for media productions. Upon completion students should be able to record, edit and mix sound design projects that strengthen narrative elements and perform critique of media sound design. (S22164)

FVP 227 - Multimedia Production

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take FVP-212

This course covers technical terms used in the multimedia industry and introduces skills related to digital manipulation of audio and video materials. Emphasis is placed on technical terms used in multimedia work and integration of sound, video, graphics, and text into a single production. Upon completion, students should be able to define technical terms in multimedia work and work with a variety of computer hardware and software. (S11272)

FVP 238 - Software Apps for FVP

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course introduces the use of industry standard computer software unique to the motion picture industry using personal computers. Emphasis is placed on hands-on work with budgeting and scheduling software and in facilitating the relationship between the technical crew and the script. Upon completion, students should be able to assist with script breakdown for budgeting and scheduling and work with that information in computer-based formats. (S12706)

FVP 240 - Introduction to Screenwriting

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111

This course introduces the principles and practices of the screenwriting craft. Emphasis is placed on an analysis of screenwriting and script components and the preparation and development of motion picture and television treatments and scripts. Upon completion, students should be able to critically analyze the components of both motion picture and television treatments and scripts, and prepare effective, camera-ready motion picture and television scripts.

****This is a Fall Only Class.****

(S23626)

FVP 250 - Production Specialties I

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take FVP-111 FVP-114

This course provides education and training through contextual learning in the film production areas of art department, camera, sound, grip, electric, locations, script, and continuity. Emphasis is placed on successful professional level interaction with other students and industry and professionals through pre-production and initial production of an actual film/video project. Upon completion, students should demonstrate an understanding of the film/video pre-production and initial production process, and the relationship among the departments in these areas.

****This is a Spring Only Class.****

(S11311)

FVP 251 - Product. Specialities II

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

This course provides education and training through contextual learning in the film production area of concluding photography and post-production areas of sound and picture editing. Emphasis is placed on successful professional level interaction with other students and industry professionals through concluding production and post-production of an actual film/video project. Upon completion, student should demonstrate an understanding of film/video production from concluding photography to the post-production areas of sound and picture editing. (S11406)

HBI 110 - Issues and Trends in HBI

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.

****This is a Fall Only Class**.**

(S22762)

HBI 113 - Survey of Med Insurance

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.

****This is a Spring Only Class**.**

(S22763)

HBI 250 - Data Mgmt and Utilization

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: DBA-110, DBA-120, or DBA-210

This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.

****This is a Fall Only Class.****

(S22764)

HBI 289 - HBI Project

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take HBI-250

This course provides an opportunity to complete a significant healthcare business informatics 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 healthcare informatics project from the definition phase through implementation.

****This is a Spring Only Class**.**

(S22765)

HEA 110 - Personal Health/Wellness

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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. (S10185)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

HET 110 - Diesel Engines

Class: 3 Lab: 9 Clinical: 0 **Credits: 6**

Prerequisites: Take TRN-110 Take MRN-121

Corequisites: Take MRN-121

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

****This is a Spring Only Class.****

(S12126)

HET 114 - Power Trains

Class: 3 Lab: 6 Clinical: 0 **Credits: 5**

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

****This is a Fall Only Class**.**

(S12114)

HET 115 - Electronic Engines

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take TRN-120

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.

****This is a Summer Only Class.****

(S12235)

HET 125 - Preventive Maintenance

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

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 road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers. (S10840)

HET 128 - Medium/Heavy Duty Tune Up

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

****This is a Spring Only Class.****

(S10823)

HET 134 - Diesel Fuel & Power Sys

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course introduces the principles of fuel injection and other power systems used in the heavy equipment industry including newer and cleaner technology. Emphasis is placed on test equipment, component functions, safety, and theories of older conventional and newer and cleaner Tier III and Tier IV fuel systems. Upon completion, students should be able to diagnose and service fuel systems and explain proper safety procedures on alternative fuel systems used in heavy equipment industry. (S23319)

HET 229 - Brakes and Steering

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces the theory and principles of braking and steering in medium and heavy duty vehicles. Topics include wheel and tire problems, frame members, bearings, fifth wheel, coupling systems, and braking systems. Upon completion, students should be able to diagnose, adjust, and repair steering and braking problems on medium and heavy duty vehicles. (S10429)

HET 230 - Air Brakes

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems.

****This is a Fall Only Class**.**

(S11522)

HMT 110 - Intro to Healthcare Mgt

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Fall Only Class.****

(S20232)

HRM 115 - Housekeeping

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Corequisites: Take HRM-115A

This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff, 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. (S22899)

HRM 115A - Housekeeping Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Corequisites: Take HRM-115

This course provides a laboratory experience for enhancing student skills in the responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Emphasis is placed on practical experiences of management/supervision of housekeeping staff in the proper cleaning/sanitation of rooms/public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to demonstrate mastery of housekeeping skills. This course is a laboratory to accompany HRM 115. Emphasis is placed on the development of skills for the performance of housekeeping tasks. (S22900)

HSC 110 - Orientation to Health Careers

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices. (S12920)

HSE 110 - Intro to Human Services

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. (S12827)

HSE 112 - Group Process I

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. (S12789)

HSE 123 - Interviewing Techniques

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. (S13613)

HSE 125 - Counseling

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. (S21902)

HSE 210 - Human Services Issues

Class: 2 Lab: 0 Clinical: 0 **Credits: 3**

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. (S11975)

HSE 225 - Crisis Intervention

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. (S14034)

HYD 110 - Hydraulics/Pneumatics I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

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.

****This is a Spring Only Class.****

(S23526)

HYD 110EE - Hydraulics/Pneumatics I - Elec

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

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. (L23366)

HYD 110IS - Hydraulics/Pneumatics I - Ind

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

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. (L23364)

HYD 110ME - Hydraulics/Pneumatics I - Mech

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

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. (L23370)

HYD 112 - Hydraulics-Med/Heavy Duty

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals. (S10750)

INS 121 - Life Insurance

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is designed to follow the guidelines set forth by the North Carolina Department of Insurance to prepare an individual for the life agent state licensing exam. Topics include basic principles of life insurance, life insurance policies, provisions, options, riders, premiums, proceeds, beneficiaries, insurance underwriting, policy issues, and North Carolina Statutes and Regulations. Upon completion, students should be able to demonstrate a thorough knowledge of North Carolina Department of Insurance requirements for life insurance and be prepared to sit for the state life agent licensing exam. (S24966)

INT 110 - International Business

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

This is not a College Transferable Class.

****This is a Fall Only Class**.**

(S24145)

INT 210 - International Trade

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in 25120 Business Administration AAS or Diploma or Certificate

This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace. (S24146)

IPP 111 - Intro to Interpretation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Interpreter Education (A55300) program

This course provides an orientation to 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, theories, 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.

****This is a Fall Only Class**.**

(S22719)

IPP 112 - Comparative Cultures

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Interpreter Education (A55300) program

This course introduces various cultural attributes and how they impact the consumers and the interpreting process. Topics include value systems of deaf and non-deaf individuals, enculturation stages, sociolinguistic continuum of language use within the deaf community, and cross-cultural management. Upon completion, students should be able to compare deaf and non-deaf cultures and discuss how attitudes impact communication interactions and interpreting.

****This is a Fall Only Class**.**

(S22720)

IPP 130 - Analytical Skills for Int

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Interpreter Education (A55300) program

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 ASL and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between ASL and English.

****This is a Spring Only Class.****

(S12361)

IPP 152 - ASL/English Translation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ASL-112

Restrictions: Must be enrolled in Interpreter Education (A55300) program

This course provides a study of the component parts of a cultural scheme and the manner in which ASL and English differ. Emphasis is placed on analyzing, discussing, and translating basic ASL and English texts.

Upon completion, students should be able to discuss and apply techniques of cross-cultural communication and translation between deaf and non-deaf communities.

****This is a Spring Only Class.****

(S13199)

IPP 161 - Consecutive Interpreting

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

Prerequisites: Take IPP-152

Restrictions: Must be enrolled in Interpreter Education (A55300) program

This course introduces the process of ASL/English consecutive interpreting in a variety of interview, meeting, and small conference settings. Emphasis is placed on generating equivalent messages between ASL and English. Upon completion, students should be able to discuss and apply the principles of the protocol of consecutive interpreting.

****This is a Summer Only Class.****

(S13756)

IPP 221 - Simultaneous Interpret I

Class: 2 Lab: 6 Clinical: 0 **Credits: 5**

Prerequisites: Take IPP-161

Restrictions: Must be enrolled in Interpreter Education (A55300) program

This course introduces simultaneous ASL/English interpreting through a variety of expository texts originating in group, meeting, and conference settings. Emphasis is placed on analyzing expository texts, identifying registers, and applying principles of the protocol of interpreting. Upon completion, students should be able to apply the appropriate linguistic and/or cultural adjustments required to generate equivalent messages.

****This is a Spring Only Class.****

(S14047)

IPP 224 - ASL to English Interpret

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take IPP-152

Restrictions: Must be enrolled in Interpreter Education (A55300) program

This course is designed to improve skills in ASL to English interpretation. Emphasis is placed on receptive skills, equivalent messages, grammatically correct English, and appropriate content, mood, and register. Upon completion, students should be able to generate appropriate English equivalents and apply appropriate linguistic and/or cultural adjustments.

****This is a Fall Only Class**.**

(S14062)

IPP 240 - Ethical Stnds & Practices

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take IPP-221

Restrictions: Must be enrolled in Interpreter Education (A55300) program

This course develops intellectual and ethical decision-making abilities and considers common ethical dilemmas that arise within the interpreting process. Topics include a model of ethical/intellectual development and the application of the model to interpreting practices. Upon completion, students should be able to discuss ethical resolution to various case studies and apply recognized principles of professional behavior to the interpreting process.

****This is a Spring Only Class.****

(S13736)

ISC 112 - Industrial Safety

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. (S23527)

ISC 112EE - Industrial Safety - Elec

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment. (L23461)

ISC 121 - Envir Health & Safety

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers workplace environmental, health, and safety concepts. 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.

****This is a Spring Only Class.****

(S20650)

ISC 130 - Intro to Quality Control

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take MAT-121 or MAT-171

This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management. (S12046)

ISC 278 - cGMP Quality Systems

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course focuses on the development, implementation, and ongoing maintenance of a quality system in a cGMP environment. Topics include the cGMP standard, components of cGMP quality systems, quality function roles and training, development of documentation such as SOPs, and system review procedures. Upon completion, students should be able to identify the components of a quality system and develop a quality system manual utilizing the cGMP standard. (S20897)

JOU 110 - Intro to Journalism

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 ENG-095 RED-080 RED-090 DRE-097 DRE-098 or ENG-111

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. (S12092)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

JOU 217 - Feature/Editorial Writing

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111 Take JOU-110

This course covers the basics of persuasive writing for community newspapers and other print media. Emphasis is placed on writing features, reviews, and editorials including audience analysis, appropriate language, effective supporting details, completeness, and accuracy. Upon completion, students should be able to write effective feature stories, reviews, and editorials. (S20976)

This is a college transfer course. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

LEX 110 - Intro to Paralegal Study

Class: 2 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students

should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

****This is a Fall Only Class**.**

(S21169)

LEX 120 - Legal Research/Writing I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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 is a Spring Only Class.****

(S10824)

LEX 121 - Legal Research/Writing II

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take LEX-120

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.

****This is a Summer Only Class.****

(S10825)

LEX 130 - Civil Injuries

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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 is a Fall Only Class**.**

(S16405)

LEX 140 - Civil Litigation I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

****This is a Spring Only Class.****

(S16406)

LEX 141 - Civil Litigation II

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take LEX-140

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. (S16407)

LEX 150 - Commercial Law I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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 is a Fall Only Class**.**

(S10945)

LEX 151 - Commercial Law II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take LEX-150

This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.

****This is a Spring Only Class.****

(S11001)

LEX 160 - Criminal Law & Procedure

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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.

****This is a Spring Only Class.****

(S11247)

LEX 170 - Administrative Law

Class: 2 Lab: 0 Clinical: 0 **Credits: 3**

This course covers the scope, authority, and regulatory operations of various federal, state, and local

administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

****This is a Summer Only Class.****

(S12960)

LEX 210 - Real Property I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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 is a Fall Only Class**.**

(S16409)

LEX 211 - Real Property II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take LEX-210

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

****This is a Spring Only Class.****

(S13155)

LEX 214 - Investigat & Trial Prep

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

****This is a Fall Only Class**.**

(S10630)

LEX 240 - Family Law

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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 is a Fall Only Class**.**

(S16411)

LEX 250 - Wills, Estates, & Trusts

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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 is a Spring Only Class.****

(S12819)

LEX 260 - Bankruptcy and Collections

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Fall Only Class**.**

(S20834)

LEX 270 - Law Office Mgt/Technology

Class: 1 Lab: 2 Clinical: 0 **Credits: 3**

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.

****This is a Fall Only Class**.**

(S10858)

LEX 271 - Law Office Writing

Class: 1 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon

completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

****This is a Summer Only Class.****

(S11838)

LEX 273 - NCCP Review Course

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take All: LEX-121 and LEX-141

This course provides an overview of the topics assessed on the North Carolina Certified Paralegal (NCCP) Exam. Topics include Wills, Trusts, and Estates; Family Law; Civil Litigation; Real Property; Commercial Law; Ethics; legal research, grammar and writing. Upon completion, students should be prepared to sit for the NCCP exam. (S24475)

LEX 280 - Ethics & Professionalism

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

****This is a Spring Only Class.****

(S16413)

LEX 287 - CLA Review Seminar

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take LEX-210

This course is designed to prepare students for voluntary certification sponsored by the National Association of Legal Assistants to demonstrate significant competence in paralegalism. Topics include communications, ethics, human relations, interviewing techniques, judgment and analytical analysis, legal research, legal terminology, general law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are prepared to take the NALA's Certified Legal Assistant Exam.

****This is a Spring Only Class.****

(S20835)

LEX 288 - Elder Law

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides an overview of laws especially relevant to older persons. Topics include health care decision-making, living wills, powers of attorney, financial and estate planning, government benefits, housing issues, elder abuse, and ethical considerations. Upon completion, students should be able to assist an attorney in addressing legal issues pertinent to the elderly. (S22707)

LEX 290 - Seminar/Selected Topic

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

(L12101)

MAC 111 - Machining Technology I

Class: 2 Lab: 12 Clinical: 0 **Credits: 6**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

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.

****This is a Fall Only Class**.**

(S11631)

MAC 112 - Machining Technology II

Class: 2 Lab: 12 Clinical: 0 **Credits: 6**

Prerequisites: Take MAC-111;

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.

****This is a Spring Only Class.****

(S22988)

MAC 112A - Machining Technology II - A

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take MAC-111

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. (L23552)

MAC 112B - Machining Technology II - B

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take MAC-111

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. (L23553)

MAC 113 - Machining Technology III

Class: 2 Lab: 12 Clinical: 0 **Credits: 6**

Prerequisites: Take MAC-112(S22988) MEC-231(S20658);

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced set ups. Upon completion, students should be able to produce a part to specifications.

****This is a Fall Only Class**.**

(S22989)

MAC 121 - Intro to CNC

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

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.

****This is a Fall Only Class**.**

(S11049)

MAC 122 - CNC Turning

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take MAC-124

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. (S11081)

MAC 124 - CNC Milling

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take One Set: Set: MAC-121 MAC-111 Set: MAC-121 MEC-111

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

****This is a Spring Only Class.****

(S11096)

MAC 131 - Blueprint Reading/Mach I

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

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.
****This is a Fall Only Class**.**

(S12563)

MAC 132 - Blueprint Reading/Mach II

Class: 1 Lab: 2 Clinical: 0 Credits: 2

Prerequisites: Take MAC-131

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.

****This is a Spring Only Class.****

(S22991)

MAC 152 - Adv Machining Calc

Class: 1 Lab: 2 Clinical: 0 Credits: 2

Prerequisites: Take MAT-121 or MAT 120

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. (S12224)

MAC 222 - Advanced CNC Turning

Class: 1 Lab: 3 Clinical: 0 Credits: 2

Prerequisites: Take MAC-122

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

****This is a Spring Only Class.****

(S22994)

MAC 224 - Advanced CNC Milling

Class: 1 Lab: 3 Clinical: 0 Credits: 2

Prerequisites: Take MAC-124

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

****This is a Fall Only Class**.**

(S23000)

MAC 233 - Appl in CNC Machining

Class: 2 Lab: 12 Clinical: 0 **Credits: 6**

Prerequisites: Take MAC-113, MAC-224 and MEC-232

Corequisites: Take MAC-222

This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.
****This is a Spring Only Class.**** (S21152)

MAC 241 - Jigs & Fixtures I

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take MAC-112 MEC-231

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.

****This is a Fall Only Class**.**

(S22996)

MAC 245 - Mold Construction I

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take MEC-232

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.

****This is a Spring Only Class.****

(S23004)

MAC 248 - Production Procedures

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take MAC-113 MAT-121

This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts.

****This is a Spring Only Class.****

(S10897)

MAT 50 - Basic Math Skills

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

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. (S14130)

MEC 110 - Intro to CAD/CAM

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take MEC-111 DFT-151

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.

****This is a Spring Only Class.****

(S14051)

MEC 111 - Machine Processes I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance. (S20654)

MEC 130 - Mechanisms

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

****This is a Spring Only Class.****

(S16429)

MEC 145 - Mfg Materials I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

****This is a Spring Only Class.****

(S23498)

MEC 231 - Comp-Aided Manufact I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take MAC-124 MAC-132

This course introduces computer-aided design/ manufacturing (CAD/CAM) applications and concepts.

Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications. (S20658)

MEC 232 - Comp-Aided Manufact II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take MEC-231

This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.

****This is a Fall Only Class**.**

(S14320)

MEC 265 - Fluid Mechanics

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take 1 set: Set: ENG-111 and MAT-121 Set: ENG-111 and MAT-171

This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications.

****This is a Spring Only Class.****

(S23504)

MEC 267 - Thermal Systems

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: PHY-131 or PHY-151 Take NUC-110

This course introduces the fundamental laws of thermodynamics. Topics include work and energy, open and closed systems, and heat engines. Upon completion, students should be able to demonstrate a knowledge of the laws and principles that apply to thermal power.

****This is a Fall Only Class**.**

(S11802)

MED 120 - Survey of Med Terminology

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms. (S12808)

MED 121 - Medical Terminology I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (S12737)

MED 122 - Medical Terminology II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take MED-121 Minimum grade C;

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (S12833)

MED 134 - Medical Transcription

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take MED-121 Take 1 group: Take OST-136 BIO-163 OR Take OST-136 BIO-168

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription. (S10271)

MED 270 - Symptomatology

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions. (S11862)

MED 272 - Drug Therapy

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. (S16433)

MKT 120 - Principles of Marketing

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. (S24159)

MKT 121 - Retailing

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing. (S12710)

MKT 221 - Consumer Behavior

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take BUS-110

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

****This is a Spring Only Class**.**

(S12308)

MKT 223 - Customer Service

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (S12287)

MKT 224 - International Marketing

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-095 RED-090 DRE-098 or ENG-111

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

****This is a Spring Only Class**.**

(S12374)

MKT 232 - Social Media Marketing

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses. (S24164)

MNT 110 - Intro to Maint Procedures

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

****This is a Fall Only Class**.**

(S23528)

MNT 111 - Maintenance Practices

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

****This is a Spring Only Class.****

(S16435)

MNT 131 - Metalworking Processes

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course introduces the standard practices that are found in the 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.

****This is a Fall Only Class**.**

(S20667)

MNT 220 - Rigging and Moving

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

****This is a Summer Only Class.****

(S13803)

MNT 230 - Pumps & Piping Systems

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

This course covers pump installation and maintenance and related valves and piping systems. Topics include

various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

****This is a Summer Only Class.****

(S10184)

MRN 121 - Marine Engines

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take TRN-110 Take HET-110

Corequisites: Take HET-110

This course covers two and four cycle diesel engines that are used for marine vessel propulsion. Emphasis is placed on construction, design, cooling systems, lubrication systems, and air-intake systems. Upon completion, students should be able to test, troubleshoot, diagnose and repair marine engine systems.

****This is a Spring Only Class.****

(S23442)

MRN 147 - Marine Power Trains

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

This course covers the principles and function of marine power trains. Emphasis is placed on marine gears, drive lines, gear reduction, and installation aboard vessels. Upon completion, students should be able to test, service, and troubleshoot marine power trains.

****This is a Summer Only Class.****

(S23443)

MRN 150 - Adv Marine Electrical Sys

Class: 2 Lab: 9 Clinical: 0 **Credits: 5**

Prerequisites: Take TRN-120

This course covers the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats and marine applications. Topics include wire sizing, batteries, wire harnesses, distribution panels, electronic component installation, and electrical system troubleshooting, including generator operation and disassembly. Upon completion students should be able to diagnose, test, and repair advanced electrical systems in marine applications and boats.

****This is a Spring Only Class.****

(S23444)

MSC 110 - Training Cruise I

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

Restrictions: Must be enrolled in Marine Technology (A15320)

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on the skills necessary for the safe operation of biological sampling equipment. Upon completion, students should be able to safely live and work aboard an oceanographic research vessel conducting offshore scientific operations. (S21403)

MSC 112 - Training Cruise II

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

Restrictions: Must be enrolled in Marine Technology (A15320)

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on maintaining a 24-hour navigation log and weather watch and safely conducting over-the-side sampling operations. Upon completion, students should be able to maintain a weather log, plot a cruise track, and safely use sampling gear. (S21404)

MSC 114 - Training Cruise III

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take One: MSC-110 or MSC-112

Restrictions: Must be enrolled in Marine Technology (A15320)

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on utilizing the navigational and hydrographical techniques needed to conduct an offshore bathymetric survey. Upon completion, students should be able to accurately navigate a vessel, gather bathymetric data, and prepare a depth contour plot of a predetermined quadrant. (S24091)

MSC 120 - Marine Software & Data Ntwks

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces software used in the marine industry and the network hardware required for data integration. Emphasis is placed on hydrographic/oceanographic software packages, and the use of serial communications, Ethernet, null modem, and USB technologies. Upon completion, students should be able to demonstrate an understanding of the various software applications and be able to integrate networking technologies when underway. (S24942)

MSC 122 - Boat Handling/Seamanship

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

This course covers the skills of boat handling, the practice of seamanship, and safety and survival in the marine environment. Topics include safe boat handling, seamanship under adverse conditions, fire fighting, man overboard rescue, PFDs, EPIRBs, distress signals, lifeboats, and life rafts. Upon completion, students should be able to competently operate small powerboats and demonstrate proficiency in the use of marine fire fighting and lifesaving equipment. (S23388)

MSC 124 - Industrial Skills

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

This course offers a practical approach to the mechanical and technical skills needed by technicians in a variety of marine-related jobs. Topics include industrial safety, measurement systems, hand and power tools, fasteners, corrosion protection, project design, and construction and cost estimation. Upon completion, students should be able to safely use hand and/or power tools and understand a variety of measurement and pricing systems. (S23389)

MSC 126 - Marine Engines

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course covers fundamental theory, troubleshooting, and maintenance of marine engines and related equipment, especially outboards. Emphasis is placed on maintenance and operational procedures, including corrosion control, lubrication, propellers, carburetors, two-cycle theory, magneto ignition, batteries, starters, alternators, and trailers. Upon completion, students should be able to understand how a marine engine and related components work, perform minor repairs, and properly maintain them. (S13687)

MSC 132 - Fishing Gear Tech I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

This course introduces modern rope seamanship and fishing gear theory, design, repair, and analysis as it relates to fisheries research. Emphasis is placed on various practical knots, rope splicing, marine hardware, biological sampling gear classifications, and the basics of net construction, repair, and design. Upon completion, students should be able to implement marlin spike skills; repair netted material; and identify, design, and construct various types of biological entrapment and entanglement gear. (S23390)

MSC 134 - Fishing Gear Tech II

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take MSC-132

This course offers further experience and instruction in fishing gear theory and design and the collection and recording of biological data. Emphasis is placed on the general skills needed to design, construct, and repair complex sampling gear and be employed as a fisheries technician. Upon completion, students should be able to understand and apply fishing gear design and construction techniques and collect, compile, and record biological data. (S12028)

MSC 150 - Marine Navigation

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

This course provides training in marine piloting and electronic navigation techniques. Topics include use of charts, instruments, navigational aids, compasses, nautical publications, radar, GPS, LORAN, and depth sounders, with an emphasis on plotting techniques. Upon completion, students should be able to demonstrate competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids. (S23391)

MSC 152 - Marine Instrumentation

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course introduces the various types of oceanographic instrumentation used for the collection of data and samples by the oceanographic community. Emphasis is placed on data recording procedures, proper operation, safe handling, and calibration, maintenance, and repair of instruments. Upon completion, students should be able to safely and correctly use the instruments covered to conduct accurate field measurements. (S13363)

MSC 154 - Marine Photography

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111 Take CIS-110 or CIS-111

Corequisites: Take CIS-111 or CIS-110

This course introduces the basic concepts, processes, and techniques of photography with emphasis on marine applications. Topics include proper camera operation, composition, exposure, lighting techniques, and the processing of black and white films and papers. Upon completion, students should be able to demonstrate proficiency in the operation of a camera and portable lighting tools with consistent exposures and darkroom techniques. (S13329)

MSC 160 - Oceanography

Class: 4 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

This course provides a general description of the geology, chemistry, and physics of the oceans. Topics include a history of oceanography, bathymetry, plate tectonics, seawater chemistry and physics, atmospheric circulation, currents, waves, tides, sedimentation, and coastal geology. Upon completion, students should be able to describe bathymetric features, the chemistry and physics of seawater, atmospheric and ocean circulations, marine sediments, and coastal processes. (S23392)

MSC 172 - Marine Biology

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

This course utilizes field trips to the beach, salt marsh, and other habitats to study marine animals and plants in their natural communities. Topics include divisions of the marine environment, distribution of life in the ocean, and the interrelationships of marine organisms in various habitats. Upon completion, students should be able to scientifically identify various marine species and describe the role they fill in their biological communities. (S11611)

MSC 174 - Marine Invertebrate Zoo

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

This course covers the behavior and classification of marine invertebrates. Topics include identification, feeding behavior, reproduction, and symbiotic relationships of marine invertebrates. Upon completion,

students should be able to identify and classify marine invertebrates and demonstrate an understanding of their basic anatomy and physiology. (S11590)

MSC 180 - Water Analysis

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course covers the practical analysis of water samples with an emphasis on marine-oriented techniques and procedures. Topics include basic laboratory skills, microbiology techniques, and the use of wet chemistry and instruments to quantify chemically and biologically important parameters. Upon completion, students should be able to culture microbes, and measure pH, turbidity, dissolved oxygen, and nutrients in natural water samples. (S23393)

MSC 210 - Marine Envir Samp&Analysis

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

This course introduces the fundamental principles used in the environmental assessment process and their applicability to environmental laws and policies. Emphasis is placed on characterizing sampling sites; understanding contaminant transport; developing and following sampling plans for the collection of various media; documenting field activities; following proper lab techniques and safety; and interpreting lab reports. Upon completion, students should be able to describe significant environmental regulations applicable to the marine environment, classes and typical sources of contaminants, and current sampling and laboratory techniques and quality control measures. (S23170)

MSC 210 - Marine Envir Samp&Analysis

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

This course introduces the fundamental principles used in the environmental assessment process and their applicability to environmental laws and policies. Emphasis is placed on characterizing sampling sites; understanding contaminant transport; developing and following sampling plans for the collection of various media; documenting field activities; following proper lab techniques and safety; and interpreting lab reports. Upon completion, students should be able to describe significant environmental regulations applicable to the marine environment, classes and typical sources of contaminants, and current sampling and laboratory techniques and quality control measures. (S24295)

MSC 216 - Training Cruise IV

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set: Set 1: MSC-110, MSC-114, and MSC-152 Set 2: MSC-112, MSC-114, and MSC-152

Restrictions: Must be enrolled in Marine Technology (A15320)

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting standard hydrographic stations using various oceanographic samples. Upon completion, students should be able to set up and conduct a hydrographic station and collect accurate data using various types of marine instrumentation. (S24092)

MSC 218 - Training Cruise V

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take One Set: Set 1: MSC-114 and MSC-152 Set 2: MSC-216 and MSC-152

Restrictions: Must be enrolled in Marine Technology (A15320)

This course covers the skills necessary to live and work safely aboard ocean-going research vessels. Emphasis is placed on conducting a broad range of oceanographic survey techniques, including chemical, meteorological, geological, physical, and biological surveys. Upon completion, students should be able to demonstrate competence in the skills required of a marine technician aboard an oceanographic or survey vessel. (S24093)

MSC 220 - Marine GIS

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take MSC-120

This course introduces students to the software and data components of a Geographic Information System. Topics include data collection, management, and analysis, and the creation of marine-based GIS maps. Upon completion, students should be able to use GIS software in marine applications. (S24296)

MSC 254 - Marine Data Processing

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take All: MSC-120 and MSC-152

Corequisites: Take MSC-256

This course introduces standard oceanographic procedures used to process and analyze oceanographic data. Emphasis is placed on the use of standard recording procedures and computer applications for processing and analyzing oceanographic data. Upon completion, students should be able to record and analyze oceanographic data using standard procedures along with computer-based applications. (S24297)

MSC 256 - Cartogr/Hydro Surveying

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take msc-120 MSC-152 Take MSC-254

Corequisites: Take MSC-254

This course covers basic surveying and cartography techniques as they apply to marine research. Topics include topographic map and bathymetric chart basics, including symbols, contours, elevations, coordinate systems, and basic survey instruments, modeling, and field projects. Upon completion, students should be able to use topographic and bathymetric maps as a research tool and set up and conduct field surveys. (S11694)

MSC 258 - CAD & Multimedia Display

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take One Set: Set 1: CIS-110 and MSC-154 Set 2: CIS-111 and MSC-154

This course introduces and provides experience with a variety of technically oriented digital applications. Emphasis is placed on contemporary visual presentation methods and techniques, as well as on an

introduction to plotting, editing, and file management with CAD software. Upon completion, students should be able to produce a computerized technical presentation and informational presentation item, and create cross sections and profiles using CAD software. (S23057)

MSC 276 - Marine Vertebrate Zoo

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

This course covers the behavior and classification of marine fishes, reptiles, birds, and mammals. Topics include identification, feeding behavior, reproduction, migration, and other marine vertebrate characteristics. Upon completion, students should be able to identify marine vertebrates and demonstrate an understanding of the methods marine vertebrates use to survive in the ocean. (S23394)

MUS 221 - Music Theory III

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take MUS-122

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. (S13402)

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

NAS 101 - Nurse Aide I

Class: 3 Lab: 4 Clinical: 0 **Credits: 6**

Restrictions: Restrict to 45970 Or 45840 Or 45950

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry. (S24247)

NAS 102 - Nurse Aide II

Class: 3 Lab: 2 Clinical: 0 **Credits: 6**

Prerequisites: Take NAS-101

Restrictions: Must be enrolled in Nurse Aide (45970) or C45840) program

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry. (S24248)

NAS 103 - Home Health Care Nurse Aide

Class: 4 Lab: 4 Clinical: 0 **Credits: 6**

Prerequisites: Take NAS-101

Restrictions: Must be enrolled in Nurse Aide (45970) or C45840) program

This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry. (S24249)

NET 125 - Introduction to Networks

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. (S24501)

NET 126 - Routing Basics

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take NET-125

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs. (S24383)

NET 225 - Routing & Switching I

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take NET-126

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. (S24385)

NET 226 - Routing and Switching II

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take NET-225

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router.

Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol. (S24386)

NOS 110 - Operating Systems Concepts

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CIS-110 or CIS-111

Corequisites: Take CIS-110 or CIS-111

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. (S20980)

NUC 110 - Nuclear Reactor Systems

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides an introduction to nuclear power plants. Topics include the description and function of each major component of the primary and secondary systems. Upon completion, students should be able to demonstrate a working knowledge of major nuclear energy power systems and processes including their application during refueling operations.

****This is a Fall Only Class**.**

(S23252)

NUC 120 - Nuclear Reactor Theory

Class: 4 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take one set:

Set 1: Take ENG-111 MAT-121

Set 2: Take ENG-111 MAT-122

This course covers the fundamental operating theory of nuclear reactors used by electric utilities. Topics include nuclear fission, radioactivity, radiation, reactivity effects from control rods, fission products, and the burnable poisons created during reactor steady-state and transient operations. Upon completion, students should be able to demonstrate a working knowledge of the neutron life cycle, reactor kinetics, reactivity coefficients, and the effects from xenon.

****This is a Spring Only Class.**** (S23253)

NUC 130 - Applied NDE-Nuclear

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take one: DRE-097 or ENG-095 or ENG-111 or RED-090 AND Take one: MAT-121 or MAT-171

This course introduces the principles of nondestructive examination (NDE) of the quality of stainless steel pipe, reactor vessel, and nozzle welds. Topics include practical applications of visual inspection along with dye penetrant, magnetic particle, ultrasonic, and radiographic testing, of acceptable and unacceptable welds.

Upon completion, students should be able to select and apply the proper testing method to detect surface and subsurface flaws. (S22454)

NUC 210 - Nuclear Steam Plant Systems

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: nuc-110 Take NUC-120

This course provides the student with detailed knowledge of the secondary systems in a nuclear power plant, their interface with the primary systems, and the operation and control of these components and systems. Topics include steam generators, main steam systems, condensate and feed water systems, main turbines, main generators and support, control systems, and plant auxiliary systems. Upon completion, students should be able to describe nuclear plant secondary systems, functioning of components, the interactions between the systems parts, the interactions between the various secondary systems, and the interactions between the secondary and primary systems and the control of these systems. (S23259)

NUC 220 - Nuclear Primary Plant Systems

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take NUC-120 Take NUC-110

This course provides the student with detailed knowledge of the primary systems in a nuclear power plant and their interface with the secondary systems and the operation and control of these components and systems. Topics include containment systems, radiation protection systems including components and testing devices, primary systems such as the reactor, reactor vessel, reactor coolant, and reactor coolant pumps, system pressure and water level controls, and refueling systems and reactor safety systems. Upon completion, students should be able to describe nuclear plant primary systems, functioning of components, the interactions between the systems parts, the interactions between the various secondary systems, and the interactions between the secondary and primary systems and the control of these systems. (S23262)

NUR 101 - Practical Nursing I

Class: 7 Lab: 6 Clinical: 0 **Credits: 11**

Corequisites: Take BIO-163 PSY-150

Restrictions: Must be enrolled in Practical Nursing LPN (D45660) program

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. (S24252)

NUR 102 - Practical Nursing II

Class: 7 Lab: 0 Clinical: 0 **Credits: 10**

Prerequisites: Take NUR-101 and PSY 150

Corequisites: Take ENG-111 PSY-241

Restrictions: Must be enrolled in Practical Nursing LPN (D45660) program

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. (S24253)

NUR 103 - Practical Nursing III

Class: 6 Lab: 0 Clinical: 0 **Credits: 9**

Prerequisites: Take NUR-101, NUR-102, ENG-111 and PSY-241

Restrictions: Must be enrolled in Practical Nursing LPN (D45660) program

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. (S24254)

NUR 111 - Intro to Health Concepts

Class: 4 Lab: 6 Clinical: 0 **Credits: 8**

Corequisites: Take BIO-168 and PSY-150

Restrictions: Must be enrolled in Associate Degree Nursing Program (A45110)

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S22213)

NUR 112 - Health-Illness Concepts

Class: 3 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take NUR-111 and BIO-168 and PSY-150

Corequisites: Take BIO-169 and PSY-241

Restrictions: Must be enrolled in Associate Degree Nursing Program (A45110)

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S22212)

NUR 113 - Family Health Concepts

Class: 3 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take NUR-111, NUR-114, PSY-241 and BIO-169

Restrictions: Must be enrolled in Associate Degree Nursing Program (A45110)

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S22214)

NUR 114 - Holistic Health Concepts

Class: 3 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take NUR-111 and NUR-112

Corequisites: Take BIO-169 and PSY-241

Restrictions: Must be enrolled in Associate Degree Nursing Program (A45110)

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S22215)

NUR 211 - Health Care Concepts

Class: 3 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take NUR-111 and NUR-113

Corequisites: Take BIO-175 and ENG-111

Restrictions: Must be enrolled in Associate Degree Nursing Program (A45110)

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S22216)

NUR 212 - Health System Concepts

Class: 3 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take NUR-111 Take NUR-211 Take BIO-175 and ENG-111

Corequisites: Take BIO-175, ENG-111

Restrictions: Must be enrolled in Associate Degree Nursing Program (A45110)

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness,

collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course (S22217)

NUR 213 - Complex Health Concepts

Class: 4 Lab: 3 Clinical: 0 **Credits: 10**

Prerequisites: Take NUR-111 Take NUR-112, NUR-113, NUR-114, NUR-211, NUR-212 and ENG-111

Restrictions: Must be enrolled in Associate Degree Nursing Program (A45110)

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. (S23071)

NUR 220 - Nursing V

Class: 4 Lab: 3 Clinical: 0 **Credits: 10**

Prerequisites: Take NUR-210

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations. (S10767)

NUT 110 - Nutrition

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well being. (S16468)

OMT 156 - Problem-Solving Skills

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving. (S12579)

OST 148 - Med Ins & Billing

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take OST-247 OST-248

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. (S24693)

OST 149 - Medical Legal Issues

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. (S10679)

OST 201 - Medical Transcription I

Class: 3 Lab: 2 Clinical: 0 **Credits: 4**

Prerequisites: Take OST-136

Take One Set:

Set 1: MED-122 and OST-164

Set 2: OST-142 and OST-164

Take 1 group:

Take MED-121 BIO-106 OR Take MED-121 BIO-168 OR Take MED-121 BIO-163

Corequisites: Take One Set:

Set 1: MED-122 and OST-164

Set 2: OST-142 and OST-164

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time. (S22115)

OST 241 - Med Ofc Transcription I

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take One: MED-121 or OST-141 Take One Set: Set: BIO-163 MED-122 OST-136 OST-164 Set: BIO-168 MED-122 OST-136 OST-164

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. (S12641)

OST 242 - Med Ofc Transcription II

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take OST-241

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents. (S22157)

OST 247 - Procedure Coding

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: MED-121 or OST-141

Take One Set:

Set 1: MED-121 MED-122 Minimum grade of C

Set 2: OST-141 OST-142

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. (S24704)

OST 248 - Diagnostic Coding

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: MED-121 or OST-141

Take One Set:

Set 1: MED-121 MED-122 Minimum grade of C

Set 2: OST-141 OST-142

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility. (S24705)

OST 249 - Med Coding Certification Prep

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take All: OST-247 and OST-248

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams. (S24706)

OST 260 - Adv Coding Methodologies

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take All: OST-247 and OST-248

This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility. (S24668)

OST 280 - Electronic Health Records

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: CIS-110, CIS-111, or OST-137

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish. (S24673)

OST 288 - Medical Office Admin Capstone

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One: OST-148 or HMT-210

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office. (S24674)

OST 289 - Administrative Office Mgt

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164 Take OST-148

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment. (S22162)

PBT 100 - Phlebotomy Technology

Class: 5 Lab: 2 Clinical: 0 **Credits: 6**

Prerequisites: Take PBT-101

Corequisites: Take PBT-101

Restrictions: Must be enrolled in Phlebotomy (D45950 or C45600) program

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. (S10532)

PBT 101 - Phlebotomy Practicum

Class: 0 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PBT-100

Corequisites: Take PBT-100

Restrictions: Must be enrolled in Phlebotomy (D45950 or C45600) program

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. (S10511)

PCI 162 - Instrumentation Controls

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take ELC-111 or ELC-131(S21593);

This course surveys industrial process control instrumentation concepts, devices, and systems. Topics include process control devices and process control applications associated with industrial instrumentation. Upon completion, students should be able to demonstrate a basic understanding of the various industrial process control and instrumentation systems. (S21608)

PCI 262 - Intro to Process Control

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take ELC-131 Take PCI-261

Corequisites: Take PCI-261

This course introduces process control and related instrumentation devices. Topics include basic process control theory, P&ID diagrams, and calibration methods associated with transducers, transmitters, control valves, and related process devices. Upon completion, students should be able to understand and troubleshoot basic process control devices and systems. (S21611)

PHM 110 - Introduction to Pharmacy

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S21732)

PHM 111 - Pharmacy Practice I

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take PHM-110 and PHM-115 Take PHM-115A and BIO-163

Corequisites: Take PHM-110 PHM-115 PHM-115A BIO-163

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S12794)

PHM 115 - Pharmacy Calculations

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PHM-115A

Corequisites: Take PHM-115A

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S21733)

PHM 115A - Pharmacy Calculations Lab

Class: 0 Lab: 2 Clinical: 0 **Credits: 1**

Prerequisites: Take PHM-115 PHM-110 PHM-111 BIO-163

Corequisites: Take PHM-115 PHM-110 PHM-111 BIO-163

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S12969)

PHM 118 - Sterile Products

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take PHM-110 and PHM-111 Take PHM-120 PHM-136

Corequisites: Take PHM-120 PHM-136

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S12780)

PHM 120 - Pharmacology I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PHM-110 PHM-111; Take PHM-118 PHM-136

Corequisites: Take PHM-118 PHM-136

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S13587)

PHM 125 - Pharmacology II

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PHM-120 Take PHM-110 PHM-111 Take PHM-133 PHM-140

Corequisites: Take PHM-133 PHM-140

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S13637)

PHM 133 - Pharmacy Clinical

Class: 0 Lab: 0 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S11908)

PHM 135 - Pharmacy Clinical

Class: 0 Lab: 0 Clinical: 0 **Credits: 5**

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S11888)

PHM 136 - Pharmacy Clinical

Class: 0 Lab: 0 Clinical: 0 **Credits: 6**

Prerequisites: Take PHM-110 PHM-111; Take PHM-118 PHM-120

Corequisites: Take PHM-118 PHM-120

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S11827)

PHM 140 - Trends in Pharmacy

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take PHM-110 PHM-111; Take PHM-125 PHM-133

Corequisites: Take PHM-125 PHM-133 PHM-140

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S13926)

PHM 150 - Hospital Pharmacy

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take PHM-118

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures. (S13458)

PHM 155 - Community Pharmacy

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take PHM-110 PHM-111 PHM-125 and PHM-118

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

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. (S13388)

PHM 160 - Pharm Dosage Forms

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PHM-125 PHM-118

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug. (S13904)

PHM 165 - Pharmacy Prof Practice

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination. (S13870)

PHM 265 - Professional Issues

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take PHM-165

Restrictions: Must be enrolled in Pharmacy Technology (A45580 or D45580) program

This course provides a comprehensive discussion of topics common to the practice of the pharmacy technician. Emphasis is placed on application of professional competencies including legal/ethical issues, leadership/management concepts and employability skills. Upon completion, students should be able to demonstrate competence in pharmacy workplace skills and leadership/management roles. (S22262)

PLU 111 - Intro to Basic Plumbing

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

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.

****This is a Fall Only Class**.**

(S10637)

PMT 110 - Intro to Project Mgmt

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take BUS-110

This course introduces project management fundamentals and principles for organizing, planning, implementing, and controlling nonroutine activities to achieve schedule, budget and performance objectives.

Topics include project life cycles; work breakdown structures; responsibility matrixes; as well as planning and control methods such as PERT/CPM and Gantt charts. Upon completion, students should be able to demonstrate knowledge, strategies, and techniques needed to create and execute plans for project development and management. (S22221)

SAB 110 - Substance Abuse Overview

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. (S13172)

SAB 120 - Intake and Assessment

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Human Services Technology Substance Abuse (A4538E) program

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. (S10488)

SAB 125 - SA Case Management

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. (S22453)

SAB 135 - Addictive Process

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. (S21907)

SAB 210 - Sub Abuse Counseling

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse,

and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. (S11357)

SAB 240 - Sub Issues in Client Serv

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Human Services Technology Substance Abuse (A4538E) program

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. (S10303)

SEC 160 - Security Administration I

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take CTI-120 and NET-125

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. (S24399)

SEM 297 - Seminar in _____

Class: 2 Lab: 6 Clinical: 0 **Credits: 2**

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 issues. Upon completion, students should be able to critically analyze issues and establish informed opinions. (S20030)

SON 110 - Intro to Sonography

Class: 1 Lab: 3 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques. (S13282)

SON 111 - Sonographic Physics

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety.

Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. (S23619)

SON 120 - SON Clinical Ed I

Class: 0 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take SON-110

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (S10505)

SON 121 - SON Clinical Ed II

Class: 0 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take SON-120

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (S10547)

SON 130 - Abdominal Sonography I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images. (S11569)

SON 131 - Abdominal Sonography II

Class: 1 Lab: 3 Clinical: 0 **Credits: 4**

Prerequisites: Take SON-130

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations. (S11608)

SON 140 - Gynecological Sonography

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take SON-110

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms. (S10950)

SON 220 - Son Clinical Ed III

Class: 0 Lab: 0 Clinical: 0 **Credits: 8**

Prerequisites: Take SON-121

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (S11100)

SON 221 - SON Clinical Ed IV

Class: 0 Lab: 0 Clinical: 0 **Credits: 8**

Prerequisites: Take SON-220

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (S11048)

SON 225 - Case Studies

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take One: SON-110 or CVS-163

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies. (S16541)

SON 241 - Obstetrical Sonography I

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take SON-110

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications. (S10156)

SON 242 - Obstetrical Sonography II

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take SON-241

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies. (S10167)

SON 250 - Vascular Sonography

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take SON-111(S23619);

Restrictions: Must be enrolled in Cardiovascular Sonography (D45160) program or Medical Sonography (A45440) program

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system. (S23622)

SON 272 - Advanced Pathology

Class: 0 Lab: 3 Clinical: 0 **Credits: 1**

Prerequisites: Take SON-110

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course is designed to concentrate on complex pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present, and discuss system diseases presented on sonograms. (S13095)

SON 289 - Sonographic Topics

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Prerequisites: Take SON-110

Restrictions: Must be enrolled in Medical Sonography (A45440) program

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations. (S22124)

SPI 113 - Intro. to Spanish Inter.

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take ENG-111;

This course introduces the field of interpreting, interpretation models, cognitive processes associated with

in 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.

****This is a Fall Only Class**.**

(S12939)

SPI 114 - Ana.Skills Spanish Inter.

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Fall Only Class**.**

(S12853)

SPI 213 - Review of Grammar

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Fall Only Class**.**

(S11896)

SPI 214 - Intro. to Translation

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

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.

****This is a Spring Only Class.****

(S11799)

SPI 221 - Consecutive Interp I

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces skills of consecutive interpretation used by professional interpreters. Topics include memory development, note taking, sight translation and non-verbal communication. Upon completion, students should be able to apply consecutive interpretation techniques in a variety of role-playing situations and settings.

****This is a Summer Only Class**.**

(S11731)

SPI 241 - Legal Interpreting I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course is designed for students planning to specialize in legal interpreting in areas such as the courtroom, attorney offices and law enforcement. Emphasis is placed on the development of legal terminology vocabulary and application of legal standards. Upon completion, students should be able to consecutively interpret and provide on-sight translation renderings of basic messages in a variety of legal settings.

****This is a Summer Only Class.****

(S24812)

SPI 243 - Medical Interpreting I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course is designed for students planning to specialize in medical interpreting in settings such as hospitals, physicians' offices and clinics. Emphasis is placed on the development of medical terminology vocabulary through active role-play. Upon completion, students should be able to apply medical interpretation techniques in a variety of medical situations.

****This is a Summer Only Class**.**

(S24813)

SPI 245 - Community Interpreting I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course is designed to expose students to interpreting in areas such as social services, business and industry. Emphasis is placed on the development of social services, business and industry vocabulary through role-play. Upon completion, students should be able to consecutively interpret basic messages in a variety of social services, business and industry situations. (S12644)

SST 110 - Intro to Sustainability

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts. (S22468)

SST 120 - Energy Use Analysis

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: A grade of "C" or better in MAT 060 or successful completion of DMA 010, DMA 020, and DMA 030

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

****This is a Spring Only Class**.**

(S22469)

SST 130 - Modeling Renewable Energy

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course introduces software and other technologies used for modeling renewable energy systems. Topics include renewable energy modeling software applications, data analysis, renewable energy sources, and cost of renewable energy systems. Upon completion, students should be able to use appropriate technology to model the effectiveness of renewable energy systems.

****This is a Summer Only Class**.**

(S22470)

SST 140 - Green Bldg & Design Concepts

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

****This is a Fall Only Class**.**

(S23302)

SST 210 - Issues in Sustainability

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take SST-110

This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts.

****This is a Fall Only Class**.**

(S22472)

SST 250 - Sustain Capstone Project

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take SST-110

This course introduces an integrated team approach to a sustainability topic of interest to students, faculty, or professional community. Topics include problem identification, proposal preparation, conceptual design, and an effective project work schedule. Upon completion, students should be able to integrate the many facets of a topic based on environmental sustainability into a completed project.

****This is a Spring Only Class**.**

(S22473)

SUR 110 - Intro to Surg Tech

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Corequisites: Take SUR-111, BIO-163, MED-121

Restrictions: Must be enrolled in Surgical Technology (A45740) program

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology. (S23183)

SUR 111 - Periop Patient Care

Class: 5 Lab: 6 Clinical: 0 **Credits: 7**

Corequisites: Take SUR-110

Restrictions: Must be enrolled in Surgical Technology (A45740) program

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment. (S23184)

SUR 122 - Surgical Procedures I

Class: 5 Lab: 3 Clinical: 0 **Credits: 6**

Prerequisites: Take All: SUR-110 and SUR-111 Take SUR-123

Restrictions: Must be enrolled in Surgical Technology (A45740) program

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance 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 to the clinical operative environment. (S24471)

SUR 122AB - Surgical Procedures I

Class: 4 Lab: 2 Clinical: 0 **Credits: 4.5**

Prerequisites: Take All: SUR-110 and SUR-111

Corequisites: Take SUR-123AB

Restrictions: coreq or rule for SUR-122_2006FA

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance 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 to the clinical operative environment. (L25743)

SUR 122BB - Surgical Procedures I

Class: 1 Lab: 1 Clinical: 0 **Credits: 1.5**

Prerequisites: Take All: SUR-110 and SUR-111

Corequisites: Take SUR-123BB

Restrictions: coreq or rule for SUR-122_2006FA

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance 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 to the clinical operative environment. (L25744)

SUR 123 - Sur Clinical Practice I

Class: 0 Lab: 0 Clinical: 0 **Credits: 7**

Prerequisites: Take All: SUR-110 and SUR-111 Take SUR-122

Corequisites: Take SUR-122

Restrictions: Must be enrolled in Surgical Technology (A45740) program

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. (S12656)

SUR 123AB - Sur Clinical Practice I

Class: 0 Lab: 0 Clinical: 0 **Credits: 3.5**

Prerequisites: Take All: SUR-110 and SUR-111

Corequisites: Take SUR-122AB

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. (L25745)

SUR 123BB - Sur Clinical Practice I

Class: 0 Lab: 0 Clinical: 0 **Credits: 3.5**

Prerequisites: Take SUR-110 and SUR-111

Corequisites: Take SUR-122BB

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. (L25746)

SUR 134 - Surgical Procedures II

Class: 5 Lab: 0 Clinical: 0 **Credits: 5**

Prerequisites: Take SUR-123AB and SUR-123-BB

Restrictions: Must be enrolled in Surgical Technology (A45740) program

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance 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 to the clinical operative environment. (S24472)

SUR 135 - SUR Clinical Practice II

Class: 0 Lab: 0 Clinical: 0 **Credits: 4**

Prerequisites: Take SUR-123AB and SUR-123-BB

Corequisites: Take SUR-134

Restrictions: Must be enrolled in Surgical Technology (A45740) program

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. (S22703)

SUR 137 - Professional Success Prep

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Prerequisites: Take SUR-123AB, SUR-123BB

Corequisites: Take SUR-134 and SUR-135

Restrictions: Must be enrolled in Surgical Technology (A45740) program

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. (S24549)

SUR 210 - Adv SUR Clinical Practice

Class: 0 Lab: 0 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Surgical Technology (A45740) program

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. (S22704)

SUR 211 - Adv Theoretical Concepts

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Surgical Technology (A45740) program

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. (S22705)

TDP 110 - Introduction to 3D Printing

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take DFT-154

This course covers the historical, social and ethical issues, as well as the basic techniques surrounding 3D Printing. Topics include current and historical events, social impact of the technology and basic model creation and manipulation techniques. Upon completion, students should be able to demonstrate an understanding of the major advantages and disadvantages of 3D Printing technology as well as demonstrate an ability to create and print a simple project. (S24064)

TNE 245 - Netwk Perimeter Security

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

This course introduces a variety of ways to implement security in to network designs and upgrades. Topics include securing the network through the use of access lists, routers, firewalls, Ipchains, and stateful packet filtering. Upon completion, students should be able to demonstrate a variety of techniques to harden the network from outside threats. (S21617)

TNE 255 - Network Servers

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take CET-130 or NOS-110 or CTS-220

This course covers the activities and methods required to assure productive and reliable operation of network servers. Topics include planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, operating systems, data storage subsystems, data recovery, and I/O subsystems. Upon completion, students should be able to configure and maintain a network server.

****This is a Fall Only Class.****

(S21619)

TRN 110 - Intro to Transport Tech

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. (S23455)

TRN 120 - Basic Transp Electricity

Class: 4 Lab: 3 Clinical: 0 **Credits: 5**

Prerequisites: Take one: ENG-085 RED-080 ENG-095 RED-090 DRE-097 or ENG-111

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

****This is a Fall Only Class**.**

(S23456)

TRN 130 - Intro to Sustainable Transp

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be

able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

****This is a Spring Only Class.****

(S23458)

TRN 140 - Transp Climate Control

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take TRN-140A

Corequisites: Take TRN-140A

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and 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 diagnose and repair vehicle climate control systems.

****This is a Summer Only Class.****

(S23460)

TRN 140A - Transp Climate Cont Lab

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Prerequisites: Take TRN-140

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

****This is a Summer Only Class.****

(S23461)

TRN 145 - Adv Transp Electronics

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take TRN-120

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems. (S23462)

TRN 180 - Basic Welding for Transp

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary

measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard (S23464)

VET 110 - Animal Breeds and Husbandry

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course provides a study of the individual breed characteristics and management techniques of the canine, feline, equine, bovine, porcine, ovine, caprine, and laboratory animals. Topics include physiological data, animal health management, and basic care and handling of animals. Upon completion, students should be able to identify breeds of domestic and laboratory animals, list physiological data, and outline basic care, handling, and management techniques. (S12169)

VET 114 - Intro to Vet Med Tech

Class: 1 Lab: 0 Clinical: 0 **Credits: 1**

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course introduces the standard operating procedures and responsibilities of veterinary medical technology departments, common zoonotic diseases, safety and ethical issues, and USDA/DEA/OSHA regulations/compliance. Emphasis is placed on standard operating procedures, zoonotic diseases, safety and ethical issues, and the importance of USDA/DEA/OSHA regulations and compliance. Upon completion, students should be able to perform duties assigned in veterinary medical technology, recognize potential zoonotic diseases, and establish safety protocols/regulatory compliance. (S12151)

VET 120 - Vet Anatomy & Physiology

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course covers the structure and function of the animal body with emphasis on the similarities and differences among domestic animals. Emphasis is placed on the structure and function of the major physiological systems of domestic, laboratory, and zoo animals. Upon completion, students should be able to identify relevant anatomical structure and describe basic physiological processes for the major body systems. (S14046)

VET 121 - Veterinary Medical Terminology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course covers the basic medical terminology required for veterinary technicians. Topics include the pronunciation, spelling and definition of word parts and vocabulary terms unique to the anatomy, clinical pathology, and treatment of animals. Upon completion, students should be able to demonstrate knowledge and understanding of basic medical terms as they relate to veterinary medicine. (S20429)

VET 122 - Veterinary Zoology

Class: 3 Lab: 3 Clinical: 0 **Credits: 4**

This course introduces basic concepts and principles of biology including cell structure, metabolism, genetics, evolution, and ecology. Topics include anatomy and physiology, phylogeny, and taxonomy of the animal kingdom. Upon completion, students should be able to explain basic life processes and identify evolutionary relationships among members of the animal kingdom. (S14058)

VET 123 - Veterinary Parasitology

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course covers the common internal and external parasites of companion animals, livestock, selected zoo animals, and wild animals. Emphasis is placed on laboratory diagnosis of the most common forms of the parasite through fecal, urine, skin, and blood exams. Upon completion, students should be able to identify common parasites and discuss life-cycles, treatment and prevention strategies, and public health aspects of veterinary parasitology. (S14060)

VET 125 - Veterinary Diseases I

Class: 2 Lab: 0 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course introduces basic immunology, fundamentals of disease processes including inflammation, and common infectious diseases of animals and their prevention through immunization. Topics include fundamental disease processes, principles of medical therapy, immunologic processes, infections and zoonotic diseases of domestic animals, and prevention of disease. Upon completion, students should be able to describe basic disease and immunological processes, recognize infections and zoonotic diseases, and discuss prevention strategies. (S14075)

VET 126 - Veterinary Diseases II

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

Prerequisites: Take VET-125

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course is the study of basic disease processes and fundamentals of pathology, and other selected topics of veterinary medicine. Topics include histopathology, pathologic changes associated with common diseases of animals, necropsy procedures, and specimen handling. Upon completion, students should be able to describe basic pathologic changes associated with disease, recognize histopathologic changes, and properly perform collection and submission of necropsy specimens. (S14050)

VET 131 - Vet Lab Techniques I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take VET-123

Corequisites: Take VET-133

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course includes the fundamental study of hematology, hemostasis, and urinalysis. Emphasis is placed on basic hematology and urinalysis techniques, manual skill development, instrumentation, quality control, and applications to veterinary science. Upon completion, students should be able to perform manual and automated CBCs, hemostatic assays, and complete urinalyses and maintain laboratory equipment and quality control. (S13057)

VET 133 - Vet Clinical Practice I

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Corequisites: Take VET-120

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course introduces basic practices and techniques of the veterinary clinic and biomedical research fields for dogs, cats, and laboratory animals. Topics include physical exam, husbandry, housing, sanitation, restraint and handling, administration of medications, anesthesia and euthanasia techniques, grooming, and dentistry. Upon completion, students should be able to properly restrain, medicate, examine, groom, and maintain each of the species studied. (S13076)

VET 137 - Vet Office Practices

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course is designed to teach basic administrative techniques, client communication skills, and regulations pertaining to veterinary medicine. Topics include record keeping, telephone techniques, professional liability, office procedures, state and national regulatory laws, human relations, and animal welfare. Upon completion, students should be able to demonstrate effective communication techniques, office procedures, and knowledge of regulatory laws and issues relating to animal welfare. (S12146)

VET 211 - Vet Lab Techniques II

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take VET-131

Corequisites: Take VET-213

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course covers advanced hematology, serology, immunology, and clinical chemistry. Topics include advanced hematologic, serologic, and immunologic test procedures: manual and automated clinical chemistry procedures: laboratory safety: and quality control. Upon completion, students should be able to collect, prepare, and analyze serum and plasma samples and outline quality control and safety procedures. (S13112)

VET 212 - Vet Lab Techniques III

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take VET-211

Corequisites: Take VET-214

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course introduces the basic principles of microbiology, histology, and cytology. Emphasis is placed on collection of microbiological samples for culture and sensitivity and collection and preparation of samples for histological and cytological examination. Upon completion, students should be able to perform microbiological culture and sensitivity and evaluate cytology and histology specimens. (S13216)

VET 213 - Vet Clinical Practice II

Class: 1 Lab: 9 Clinical: 0 **Credits: 4**

Prerequisites: Take VET-133

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course covers basic radiography, anesthesia techniques, dentistry, sample collection and handling, surgical assistance and instrumentation, sterile techniques, and patient record keeping. Topics include basic radiography, injectable and gas anesthesia, dentistry, instrument identification and care, sterile surgical technique, specimen collection and processing, and maintenance of patient records. Upon completion, students should be able to take and process radiographs, administer and monitor anesthesia, assist in surgical procedures, collect specimens, and maintain surgical records. (S13159)

VET 214 - Vet Clinical Practice III

Class: 1 Lab: 9 Clinical: 0 **Credits: 4**

Prerequisites: Take VET-213

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course covers advanced anesthetic techniques, special radiographic techniques, advanced dentistry, sample collection and processing, bandaging, and emergency and critical care procedures. Topics include induction and maintenance of anesthesia, radiographic contrast studies, advanced dentistry, external coaptation, intensive care procedures, and advanced sample collection techniques. Upon completion, students should be able to demonstrate proficiency in sample collection, radiology, anesthesia, critical care and emergency procedures, and dentistry. (S13177)

VET 215 - Veterinary Pharmacology

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Prerequisites: Take One Set:

Set 1: CHM-130 and CHM-130A

Set 2: CHM-151

Corequisites: Take VET-213

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course introduces drugs and other substances utilized in veterinary medicine. Emphasis is placed on

drug classification and methods of action, administration, effects and side effects, storing and handling of drugs, and dosage calculations. Upon completion, students should be able to properly calculate and administer medications, recognize adverse reactions, and maintain pharmaceutical inventory and administration records. (S21571)

VET 217 - Large Animal Clin Pract

Class: 2 Lab: 3 Clinical: 0 **Credits: 3**

Prerequisites: Take VET-120

Corequisites: Take VET-213

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course covers topics relevant to the medical and surgical techniques for the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics. Upon completion, students should be able to safely perform restraint, examination, and sample collection; assist surgical, obstetrical, and emergency procedures; and discuss herd health. (S13147)

VET 237 - Animal Nutrition

Class: 3 Lab: 0 Clinical: 0 **Credits: 3**

Restrictions: Must be enrolled in Veterinary Medical Technology (A45780) program

This course covers the principles of nutrition and their application to feeding practices of domestic, farm, and companion animals. Topics include basic nutrients and nutritional needs of individual species, proximate analysis, interpretation of food and feed labels, types of animal foods, and ration formulation. Upon completion, students should be able to select appropriate diets for animals in various stages of health and disease, analyze nutrition labels, and identify foods. (S11468)

WEB 115 - Web Markup and Scripting

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take DBA-120

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

****This is a Fall Only Class.****

(S22059)

WEB 215 - Adv Markup and Scripting

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

Prerequisites: Take WEB-115

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students

should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language.

****This is a Spring Only Class**.**

(S22062)

WEB 289 - Internet Technologies Project

Class: 1 Lab: 4 Clinical: 0 **Credits: 3**

Prerequisites: Take All: CTI-110, CTI-120, and CTS-115 Take WEB-215

This course provides an opportunity to complete a significant Web technologies 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 an Internet project from the definition phase through implementation. (S24411)

WLD 110 - Cutting Processes

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

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. (S23303)

WLD 112 - Basic Welding Processes

Class: 1 Lab: 3 Clinical: 0 **Credits: 2**

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. (S10926)

WLD 115 - SMAW (Stick) Plate

Class: 2 Lab: 9 Clinical: 0 **Credits: 5**

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.

****This is a Fall Only Class**.**

(S23304)

WLD 116 - SMAW (stick) Plate/Pipe

Class: 1 Lab: 9 Clinical: 0 **Credits: 4**

Prerequisites: Take WLD-115

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.

****This is a Spring Only Class.****

(S10935)

WLD 121 - GMAW (MIG) FCAW/Plate

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

Prerequisites: Take WLD-110(S23303) or WLD-112;

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.

****This is a Spring Only Class.****

(S23305)

WLD 131 - GTAW (TIG) Plate

Class: 2 Lab: 6 Clinical: 0 **Credits: 4**

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.

****This is a Fall Only Class**.**

(S23306)

WLD 132 - GTAW (TIG) Plate/Pipe

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take WLD-131

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

****This is a Spring Only Class.****

(S10497)

WLD 141 - Symbols & Specifications

Class: 2 Lab: 2 Clinical: 0 **Credits: 3**

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.

****This is a Fall Only Class**.**

(S23307)

WLD 143 - Welding Metallurgy

Class: 1 Lab: 2 Clinical: 0 **Credits: 2**

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.

(S11434)

WLD 215 - SMAW (stick) Pipe

Class: 1 Lab: 9 Clinical: 0 **Credits: 4**

Prerequisites: Take One: WLD-115 or WLD-116

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

****This is a Summer Only Class.****

(S10353)

WLD 231 - GTAW (TIG) Pipe

Class: 1 Lab: 6 Clinical: 0 **Credits: 3**

Prerequisites: Take WLD-132

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

****This is a Summer Only Class.****

(S11260)

Health Sciences Programs

Health Sciences

Health Sciences

Allied Health Department

Dental Hygiene, A.A.S. (A45260)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Dental Hygiene curriculum provides 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 operator, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

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

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

General Education Requirements (16 credits)

Required (13 credits)

- Take:
- ENG 111 - Writing and Inquiry **Credits: 3**
 - ENG 114 - Prof Research & Reporting **Credits: 3**
 - BIO 169 - Anatomy and Physiology II **Credits: 4**
 - SOC 240 - Social Psychology **Credits: 3**

Humanities/Fine Arts Electives (3 credits)

Take 3 credits:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 116 - Survey of American Art **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**

- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- MUS 114 - Non-Western Music **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 110 - World Religions **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**

Major Requirements (49 credits)

- BIO 175 - General Microbiology **Credits: 3**
- DEN 110 - Orofacial Anatomy **Credits: 3**
- DEN 111 - Infection/Hazard Control **Credits: 2**
- DEN 112 - Dental Radiography **Credits: 3**
- DEN 120 - Dental Hyg Preclinic Lec **Credits: 2**
- DEN 121 - Dental Hygiene Precl Lab **Credits: 2**
- DEN 123 - Nutrition/Dental Health **Credits: 2**
- DEN 124 - Periodontology **Credits: 2**
- DEN 130 - Dental Hygiene Theory I **Credits: 2**
- DEN 131 - Dental Hygiene Clinic I **Credits: 3**
- DEN 140 - Dental Hygiene Theory II **Credits: 1**
- DEN 141 - Dental Hygiene Clinic II **Credits: 2**
- DEN 220 - Dental Hygiene Theory III **Credits: 2**
- DEN 221 - Dental Hygiene Clinic III **Credits: 4**
- DEN 222 - General & Oral Pathology **Credits: 2**
- DEN 223 - Dental Pharmacology **Credits: 2**
- DEN 224 - Materials and Procedures **Credits: 2**
- DEN 230 - Dental Hygiene Theory IV **Credits: 1**
- DEN 231 - Dental Hygiene Clinic IV **Credits: 4**
- DEN 232 - Community Dental Health **Credits: 3**
- DEN 233 - Professional Development **Credits: 2**

Anatomy & Physiology (4 credits)

- BIO 168 - Anatomy and Physiology I **Credits: 4**

Other Major Requirements

Chemistry

Group One

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- CHM 130A - Gen, Org, & Biochem Lab **Credits: 1**

Group Two

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**

Dental Hygiene

- DEN 125 - Dental Office Emergencies **Credits: 1**

Computer Literacy

(Take 2-3 credits)

- Take:
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 75

Fall Semester I

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- DEN 110 - Orofacial Anatomy **Credits: 3**
- DEN 111 - Infection/Hazard Control **Credits: 2**
- DEN 112 - Dental Radiography **Credits: 3**

- DEN 120 - Dental Hyg Preclinic Lec **Credits: 2 and**
- DEN 121 - Dental Hygiene Precl Lab **Credits: 2**

Spring Semester I

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- CIS 111 - Basic PC Literacy **Credits: 2**
- DEN 124 - Periodontology **Credits: 2**
- DEN 130 - Dental Hygiene Theory I **Credits: 2**
- DEN 131 - Dental Hygiene Clinic I **Credits: 3**
- DEN 223 - Dental Pharmacology **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer Semester I

- BIO 175 - General Microbiology **Credits: 3**
- DEN 125 - Dental Office Emergencies **Credits: 1**
- DEN 140 - Dental Hygiene Theory II **Credits: 1**
- DEN 141 - Dental Hygiene Clinic II **Credits: 2**
- DEN 222 - General & Oral Pathology **Credits: 2**

Fall Semester II

- CHM 130 - Gen, Org, & Biochemistry **Credits: 3**
- DEN 123 - Nutrition/Dental Health **Credits: 2**
- DEN 220 - Dental Hygiene Theory III **Credits: 2**
- DEN 221 - Dental Hygiene Clinic III **Credits: 4**
- DEN 224 - Materials and Procedures **Credits: 2**
- SOC 240 - Social Psychology **Credits: 3**

Spring Semester II

- DEN 230 - Dental Hygiene Theory IV **Credits: 1**
- DEN 231 - Dental Hygiene Clinic IV **Credits: 4**
- DEN 232 - Community Dental Health **Credits: 3**
- DEN 233 - Professional Development **Credits: 2**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- Humanities/Fine Arts Elective

Note:

There are additional requirements for insurance, instruments, books, criminal background checks, drug screens, medical physical exam, and vaccinations. These requirements and expenses are outlined in the Dental Hygiene Information Packet.

Human Services Technology, Substance Abuse Concentration A.A.S. (A4538E)

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

General Education Requirements (15 credits)

Communications (6 credits)

- Take: ENG 111 - Writing and Inquiry **Credits: 3**
- Take: ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts (3 credits)

Take one of the following courses:

- HUM 115 -Critical Thinking **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (3 credits)

- Take: PSY 241 -Developmental Psych **Credits: 3**

Natural Sciences/Math (3 credits)

- Take: MAT 110 -Math Measurement & Literacy **Credits: 3**

Major Requirements (25 credits)

- Take the following courses:
- HSE 110 -Intro to Human Services **Credits: 3**
 - HSE 112 -Group Process I **Credits: 3**
 - HSE 123 -Interviewing Techniques **Credits: 3**
 - HSE 125 -Counseling **Credits: 3**
 - HSE 210 -Human Services Issues **Credits: 3**
 - HSE 225 -Crisis Intervention **Credits: 3**
 - PSY 150 -General Psychology **Credits: 3**
 - PSY 281 -Abnormal Psychology **Credits: 3**
 - SOC 210 -Introduction to Sociology **Credits: 3**

Concentration Requirements (17 credits)

- Take the following courses:
- SAB 110 -Substance Abuse Overview **Credits: 3**
 - SAB 120 -Intake and Assessment **Credits: 3**
 - SAB 125 -SA Case Management **Credits: 3**
 - SAB 135 -Addictive Process **Credits: 3**
 - SAB 240 -Sab Issues in Client Serv **Credits: 3**
 - WBL 111U -Work-Based Learning I **Credits: 1**
 - WBL 115U -Work-Based Learning Seminar I **Credits: 1**

Other Major Requirements (9 credits)

Required Subject Areas (3 credits)

- Take one of the following courses:
- SOC 213 -Sociology of the Family **Credits: 3**
 - SOC 220 -Social Problems **Credits: 3**

Other Required Courses (6 credits)

- Take: CIS 110 -Introduction to Computers **Credits: 3**
- Take: SAB 210-Sub Abuse Counseling **Credits: 3**

Total Credits: 66 SHC

Recommended Course Sequence

Fall Semester I

- ENG 111 -Writing and Inquiry **Credits: 3**
- HSE 110 -Intro to Human Services **Credits: 3**
- CIS 110 -Introduction to Computers **Credits: 3**
- PSY 150 -General Psychology **Credits: 3**
- SAB 110 -Substance Abuse Overview **Credits: 3**

Spring Semester I

- ENG 114 -Prof Research & Reporting **Credits: 3**
- HSE 112 -Group Process I **Credits: 2**
- HSE 123 -Interviewing Techniques **Credits: 3**
- HSE 125 -Counseling **Credits: 3**
- SAB 120 -Intake and Assessment **Credits: 3**

Summer Semester I

- HSE 210 -Human Services Issues **Credits: 2**
- SAB 210 -Sub Abuse Counseling **Credits: 3**
- SOC 210 -Introduction to Sociology **Credits: 3**

Humanities/Fine Arts Requirement:

- HUM 115 -Critical Thinking **Credits: 3**
- or
- PHI 240 -Introduction to Ethics **Credits: 3**

Fall Semester II

- PSY 241 -Developmental Psych **Credits: 3**
- SAB 135 -Addictive Process **Credits: 3**
- SAB 240 -Sub Issues in Client Serv **Credits: 3**

Required Subject Areas:

- SOC 213 -Sociology of the Family **Credits: 3**
- or
- SOC 220 -Social Problems **Credits: 3**
- WBL 111U -Work-Based Learning I **Credits: 1**

- WBL 115U - Work-Based Learning Seminar I **Credits: 1**

Spring Semester II

- HSE 225 - Crisis Intervention **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- SAB 125 - SA Case Management **Credits: 3**

Medical Assisting A.A.S. (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

General Education Requirements (15 credits)

Communications (6 credits)

Take 3 credits:

- ENG 111 - Writing and Inquiry **Credits: 3**

Take 3 credits from:

- COM 120 - Intro Interpersonal Com **Credits: 3**
or
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (3 credits)

Take 3 credits from:

- HUM 115 - Critical Thinking **Credits: 3**
or
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (3 credits)

- Take: PSY 150 - General Psychology **Credits: 3**

Natural Science/Math (3 credits)

- Take: MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Requirements (34 credits)

Required Courses (20 credits)

- Take:
- MED 110 - Orientation to Med Assist **Credits: 1**
 - MED 130 - Admin Office Proc I **Credits: 2**
 - MED 131 - Admin Office Proc II **Credits: 2**
 - MED 140 - Exam Room Procedures I **Credits: 5**
 - MED 150 - Laboratory Procedures I **Credits: 5**
 - MED 260 - MED Clinical Practicum **Credits: 5**

Required Subject Areas (14 credits)

- Take:
- BIO 163 - Basic Anat & Physiology **Credits: 5**
 - OST 149 - Medical Legal Issues **Credits: 3**
 - MED 121 - Medical Terminology I **Credits: 3**
 - MED 122 - Medical Terminology II **Credits: 3**

Other Major Requirements (20 credits)

Other Major Requirements (15 credits)

- Take:
- MED 264 - Med Assisting Overview **Credits: 2**
 - MED 270 - Symptomatology **Credits: 3**
 - MED 272 - Drug Therapy **Credits: 3**
 - MED 136 - Preventive Health **Credits: 2**
 - MED 276 - Patient Education **Credits: 2**
 - MED 274 - Diet Therapy/Nutrition **Credits: 3**

Computer Competency

- Take 1 course:
- CIS 110 - Introduction to Computers **Credits: 3**
 - CIS 111 - Basic PC Literacy **Credits: 2**

Other Major Requirements (3 credits)

- Take 3 credits:
- SPA 120 - Spanish for the Workplace **Credits: 3**

Total Credits: 69 SHC

Recommended Course Sequence

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 110 - Orientation to Med Assist **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 130 - Admin Office Proc I **Credits: 2**
- OST 149 - Medical Legal Issues **Credits: 3**

Spring Semester I

- MED 122 - Medical Terminology II **Credits: 3**
- MED 131 - Admin Office Proc II **Credits: 2**
- MED 140 - Exam Room Procedures I **Credits: 5**
- MED 150 - Laboratory Procedures I **Credits: 5**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Summer I

- MED 260 - MED Clinical Practicum **Credits: 5**
- MED 264 - Med Assisting Overview **Credits: 2**
- MED 272 - Drug Therapy **Credits: 3**
- MED 274 - Diet Therapy/Nutrition **Credits: 3**

Fall Semester II

- MED 270 - Symptomatology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- Computer Competency Course - CIS 110 or 111
- Communications Elective

Spring Semester II

- MED 136 - Preventive Health **Credits: 2**
- MED 276 - Patient Education **Credits: 2**
- SPA 120 - Spanish for the Workplace **Credits: 3**
- Humanities/Fine Arts Elective

Occupational Therapy Assistant, A.A.S. (A45500)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended care facilities, sheltered workshops, schools, home health programs, and community programs. Successful completion of the program is required for certification and licensure.

The National Board of Certification in Occupational Therapy administers the national certification examination. The NBCOT is the certifying body for occupational therapy practitioners.

General Education Course

General Education

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

English

(Take 3 credits)

- ENG 112 - Writing/Research in the Disc **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**

- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- ENG 131 - Introduction to Literature **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 113 - American Music **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Major Requirements

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- OTA 110 - Fundamentals of OT **Credits: 3**
- OTA 120 - OT Media I **Credits: 2**
- OTA 130 - Assessment Skills **Credits: 3**
- OTA 140 - Professional Skills I **Credits: 1**
- OTA 150 - Peds Concepts & Interventions **Credits: 3**
- OTA 161 - Fieldwork I-Placement 1 **Credits: 1**
- OTA 162 - Fieldwork I-Placement 2 **Credits: 1**
- OTA 163 - Fieldwork I-Placement 3 **Credits: 1**
- OTA 170 - Physical Conditions **Credits: 3**
- OTA 180 - Psychosocial Conditions **Credits: 3**
- OTA 220 - OT Media II **Credits: 3**
- OTA 240 - Professional Skills II **Credits: 1**
- OTA 250 - Adult Concepts & Interventions **Credits: 3**
- OTA 260 - Level II Fieldwork Placement 1 **Credits: 6**
- OTA 261 - Level II Fieldwork Placement 2 **Credits: 6**
- PSY 241 - Developmental Psych **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**

Computer Literacy

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Occupational Therapy Assistant Electives

(Take 3 credits)

- BUS 230 - Small Business Management **Credits: 3**
- PSY 265 - Behavioral Modification **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- SOC 213 - Sociology of the Family **Credits: 3**
- SOC 220 - Social Problems **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Total Credits: 74/75

The Occupational Therapy Assistant program at CFCC is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA's phone number is (301) 652-AOTA. Website: www.acoteonline.org

Fall Semester I

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- OTA 110 - Fundamentals of OT **Credits: 3**
- OTA 120 - OT Media I **Credits: 2**
- OTA 140 - Professional Skills I **Credits: 1**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- OTA 130 - Assessment Skills **Credits: 3**
- OTA 150 - Peds Concepts & Interventions **Credits: 3**
- OTA 161 - Fieldwork I-Placement 1 **Credits: 1**
- OTA 170 - Physical Conditions **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**

Summer Semester I

- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- OTA 162 - Fieldwork I-Placement 2 **Credits: 1**
- OTA 220 - OT Media II **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**

Fall Semester II

- ENG 112 - Writing/Research in the Disc **Credits: 3 or**
- ENG 114 - Prof Research & Reporting **Credits: 3**

- OTA 163 - Fieldwork I-Placement 3 **Credits: 1**
- OTA 180 - Psychosocial Conditions **Credits: 3**
- OTA 240 - Professional Skills II **Credits: 1**
- OTA 250 - Adult Concepts & Interventions **Credits: 3**
- Humanities/Fine Arts Elective
- Occupational Therapy Assistant Elective

Spring Semester II

- OTA 260 - Level II Fieldwork Placement 1 **Credits: 6**
- OTA 261 - Level II Fieldwork Placement 2 **Credits: 6**

Note:

Students in the OTA program must achieve a "C" or higher in each course within the curriculum in order to fulfill graduation requirements. OTA core courses cannot be taken out of sequence.

Level II fieldwork placements must be completed within 12 months of completion of the didactic course work.

Pharmacy Technology, A.A.S. (A45580)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Pharmacy Technology Program 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.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

General Education Requirements

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- ENG 111 - Writing and Inquiry **Credits: 3**

Humanities/Fine Arts

(Take 3 credits)

- HUM 115 -Critical Thinking **Credits: 3**
- PHI 240 -Introduction to Ethics **Credits: 3**

Math

(Take 3 credits)

- MAT 110 -Math Measurement & Literacy **Credits: 3**
- MAT 143 -Quantitative Literacy **Credits: 3**

Psychology

(Take 3 credits)

- PSY 118 -Interpersonal Psychology **Credits: 3**
- PSY 150 -General Psychology **Credits: 3**

Communications

(Take 3 credits)

- COM 110 -Introduction to Communication **Credits: 3**
- COM 120 -Intro Interpersonal Com **Credits: 3**

Major Requirements

- PHM 110 -Introduction to Pharmacy **Credits: 3**
- PHM 111 -Pharmacy Practice I **Credits: 4**
- PHM 115 -Pharmacy Calculations **Credits: 3**
- PHM 118 -Sterile Products **Credits: 4**
- PHM 120 -Pharmacology I **Credits: 3**
- PHM 125 -Pharmacology II **Credits: 3**
- PHM 133 -Pharmacy Clinical **Credits: 3**
- PHM 135 -Pharmacy Clinical **Credits: 5**
- PHM 136 -Pharmacy Clinical **Credits: 6**
- PHM 140 -Trends in Pharmacy **Credits: 2**
- PHM 150 -Hospital Pharmacy **Credits: 4**
- PHM 155 -Community Pharmacy **Credits: 3**
- PHM 160 -Pharm Dosage Forms **Credits: 3**
- PHM 165 -Pharmacy Prof Practice **Credits: 2**

Other Major Requirements

Required

- PHM 115A - Pharmacy Calculations Lab **Credits: 1**
- PHM 265 - Professional Issues **Credits: 3**

Computer Literacy

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 74/75

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- PHM 110 - Introduction to Pharmacy **Credits: 3**
- PHM 111 - Pharmacy Practice I **Credits: 4**
- PHM 115 - Pharmacy Calculations **Credits: 3 and**
- PHM 115A - Pharmacy Calculations Lab **Credits: 1**

Spring Semester I

- PHM 118 - Sterile Products **Credits: 4**
- PHM 120 - Pharmacology I **Credits: 3**
- PHM 136 - Pharmacy Clinical **Credits: 6**
- PSY 118 - Interpersonal Psychology **Credits: 3 or**
- PSY 150 - General Psychology **Credits: 3**

Summer Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- PHM 125 - Pharmacology II **Credits: 3**
- PHM 133 - Pharmacy Clinical **Credits: 3**
- PHM 140 - Trends in Pharmacy **Credits: 2**
- PHM 165 - Pharmacy Prof Practice **Credits: 2**

Fall Semester II

- COM 110 - Introduction to Communication **Credits: 3 or**
- COM 120 - Intro Interpersonal Com **Credits: 3**

- MAT 110 - Math Measurement & Literacy **Credits: 3 or**
- MAT 143 - Quantitative Literacy **Credits: 3**
- PHM 150 - Hospital Pharmacy **Credits: 4**
- PHM 135 - Pharmacy Clinical **Credits: 5**

Spring Semester II

- PHM 155 - Community Pharmacy **Credits: 3**
- PHM 160 - Pharm Dosage Forms **Credits: 3**
- PHM 265 - Professional Issues **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3 or**
- PHI 240 - Introduction to Ethics **Credits: 3**

Radiography, A.A.S. (A45700)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

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

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

Graduates of this program are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, public health, mobile x-ray companies, and industry. With more specialized education, a qualified Radiographer may advance in to the areas of Radiation Therapy, Nuclear Medicine, Ultrasonography, Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), education, or hospital administration.

Students are required to pass the computer competency test administered in the Learning Lab, or pass CIS 110 or CIS 111 or take CLEP test for CIS 110.

General Education Requirements (20 credits)

Required Courses (3 credits)

- Take:
- ENG 111 - Writing and Inquiry **Credits: 3**

Mathematics (3 credits)

- Take:
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Communications (3 credits)

Take 3 credits:

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts Electives (3 credits)

Take 3 credits:

- HUM 115 - Critical Thinking **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 230 - Introduction to Logic **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Science Electives (3 credits)

Take 3 credits:

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Biology Electives

Take 1 of 2 Groups:

Group 1

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Group 2

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**

Major Requirements (50 credits)

Take:

- RAD 110 - Rad Intro & Patient Care **Credits: 3**
- RAD 111 - RAD Procedures I **Credits: 4**
- RAD 112 - RAD Procedures II **Credits: 4**
- RAD 121 - Image Production I **Credits: 3**
- RAD 122 - Image Production II **Credits: 2**
- RAD 141 - Radiation Safety **Credits: 2**
- RAD 151 - RAD Clinical Ed I **Credits: 2**

- RAD 161 - RAD Clinical Ed II **Credits: 5**
- RAD 171 - RAD Clinical Ed III **Credits: 3**
- RAD 211 - RAD Procedures III **Credits: 3**
- RAD 231 - Image Production III **Credits: 2**
- RAD 251 - RAD Clinical Ed IV **Credits: 7**
- RAD 261 - RAD Clinical Ed V **Credits: 7**
- RAD 271 - Radiography Capstone **Credits: 3**

Other Major Requirements (4 credits)

- RAD 113 - RAD Lab Elective **Credits: 1**
- RAD 182 - RAD Clinical Elective **Credits: 2**
- RAD 281 - RAD Clinical Elective **Credits: 1**

Total Credits: 74

Fall Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- RAD 110 - Rad Intro & Patient Care **Credits: 3**
- RAD 111 - RAD Procedures I **Credits: 4**
- RAD 151 - RAD Clinical Ed I **Credits: 2**
- RAD 182 - RAD Clinical Elective **Credits: 2**

Spring Semester I

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- RAD 112 - RAD Procedures II **Credits: 4**
- RAD 121 - Image Production I **Credits: 3**
- RAD 161 - RAD Clinical Ed II **Credits: 5**
Communications Elective

Summer Semester I

- RAD 122 - Image Production II **Credits: 2**
- RAD 141 - Radiation Safety **Credits: 2**
- RAD 171 - RAD Clinical Ed III **Credits: 3**
- RAD 281 - RAD Clinical Elective **Credits: 1**

Fall Semester II

- RAD 211 - RAD Procedures III **Credits: 3**
- RAD 231 - Image Production III **Credits: 2**
- RAD 251 - RAD Clinical Ed IV **Credits: 7**
Social/Behavioral Science Elective

Spring Semester II

- RAD 245 -Image Analysis **Credits: 2**
- RAD 261 -RAD Clinical Ed V **Credits: 7**
- RAD 271 -Radiography Capstone **Credits: 3**
- Humanities/Fine Arts Elective

Early Childhood Education Certificate (C55220)

General Education Requirements

- PSY 150 -General Psychology **Credits: 3**

Major Requirements

- EDU 119 -Intro to Early Child Educ **Credits: 4**
- EDU 131 -Child, Family, and Community **Credits: 3**
- EDU 146 -Child Guidance **Credits: 3**
- EDU 153 -Health, Safety and Nutrition **Credits: 3**

Total Credits: 16

Fall Semester I

- EDU 119 -Intro to Early Child Educ **Credits: 4**
- PSY 150 -General Psychology **Credits: 3**

Spring Semester I

- EDU 131 -Child, Family, and Community **Credits: 3**
- EDU 146 -Child Guidance **Credits: 3**
- EDU 153 -Health, Safety and Nutrition **Credits: 3**

Phlebotomy Certificate (C45600)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Phlebotomy curriculum prepares the graduate to be a phlebotomist, a skilled health care professional who obtains blood and other specimens for the purpose of laboratory analysis.

Course work includes clinical rotations to area health care facilities, patient care, safety, quality assurance/control and regulatory applications, processes related to the collection of non-blood specimens, knowledge and processes associated with rapid test methods, processes related to the handling, transport and processing of laboratory specimens, knowledge of circulatory system and blood composition, processes related to the collection of blood specimens.

Graduates may be qualified to take the national American Society of Clinical Pathologist (ASCP) certification in phlebotomy. Employment opportunities include hospitals, physician's offices, home health care, research facilities, inpatient/outpatient surgery centers, and other health care settings.

Major Requirements

Required

- PBT 100 - Phlebotomy Technology **Credits: 6**
- PBT 101 - Phlebotomy Practicum **Credits: 3**

Other Required

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Total Credits: 12

Dental Assisting Diploma (D45240)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

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

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

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

The program in Dental Assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs, but it does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

General Education Requirements

Required

(Take 1 of 3 Groups)

Group 1

- ENG 102 - Applied Communications II **Credits: 3**

Group 2

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Group 3

- ENG 111 - Writing and Inquiry **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

Natural Science/Math Electives

(Take 1 of 3 Groups)

Group 1

- BIO 106 - Intro to Anat/Phys/Micro **Credits: 3**

Group 2

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- BIO 175 - General Microbiology **Credits: 3**

Group 3

- BIO 163 - Basic Anat & Physiology **Credits: 5**

- BIO 175 - General Microbiology **Credits: 3**

Major Requirements

- DEN 100 - Basic Orofacial Anatomy **Credits: 2**
- DEN 101 - Preclinical Procedures **Credits: 7**
- DEN 102 - Dental Materials **Credits: 4**
- DEN 103 - Dental Sciences **Credits: 2**
- DEN 104 - Dental Health Education **Credits: 3**
- DEN 105 - Practice Management **Credits: 2**
- DEN 106 - Clinical Practice I **Credits: 6**
- DEN 107 - Clinical Practice II **Credits: 5**
- DEN 111 - Infection/Hazard Control **Credits: 2**
- DEN 112 - Dental Radiography **Credits: 3**

Other Major Requirements

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 47/59

Fall Semester I

- CIS 110 - Introduction to Computers **Credits: 3** or
- CIS 111 - Basic PC Literacy **Credits: 2**
- DEN 100 - Basic Orofacial Anatomy **Credits: 2**
- DEN 101 - Preclinical Procedures **Credits: 7**
- DEN 102 - Dental Materials **Credits: 4**
- DEN 111 - Infection/Hazard Control **Credits: 2**

Spring Semester I

- DEN 103 - Dental Sciences **Credits: 2**
- DEN 104 - Dental Health Education **Credits: 3**
- DEN 106 - Clinical Practice I **Credits: 6**
- DEN 112 - Dental Radiography **Credits: 3**
- Social/Behavioral Science Elective

Summer Semester I

- COM 110 - Introduction to Communication **Credits: 3**
- DEN 105 - Practice Management **Credits: 2**

- DEN 107 - Clinical Practice II **Credits: 5**
- English Elective
- Math/Natural Science Elective

Note:

There are additional requirements for equipment, insurance, books, and vaccinations. These requirements and expenses are outlined in the Dental Assisting information packet, available upon admittance.

Early Childhood Education Diploma (D55220)

General Education Requirements

- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Major Requirements

- EDU 119 - Intro to Early Child Educ **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 284 - Early Child Capstone Prac **Credits: 4**

Other Major Requirements

- EDU 151A - Creative Activities Lab **Credits: 1**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 259 - Curriculum Planning **Credits: 3**

Other Requirements

- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 45

Fall Semester I

- EDU 119 - Intro to Early Child Educ **Credits: 4**

- EDU 151 - Creative Activities **Credits: 3 and**
- EDU 151A - Creative Activities Lab **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Summer Semester I

- CIS 111 - Basic PC Literacy **Credits: 2**

Fall Semester II

- EDU 145 - Child Development II **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3 and**
- EDU 234A - Infants/Toddlers and Twos Lab **Credits: 1**
- EDU 259 - Curriculum Planning **Credits: 3**

Spring Semester II

- EDU 221 - Children With Exceptionalities **Credits: 3**
- EDU 284 - Early Child Capstone Prac **Credits: 4**

Pharmacy Technology Diploma (D45580)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

General Education Requirements

General Education

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- ENG 111 - Writing and Inquiry **Credits: 3**

Psychology

(Take 3 credits)

- PSY 118 - Interpersonal Psychology **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Major Requirements

- PHM 110 - Introduction to Pharmacy **Credits: 3**
- PHM 111 - Pharmacy Practice I **Credits: 4**
- PHM 115 - Pharmacy Calculations **Credits: 3**
- PHM 118 - Sterile Products **Credits: 4**
- PHM 120 - Pharmacology I **Credits: 3**
- PHM 125 - Pharmacology II **Credits: 3**
- PHM 133 - Pharmacy Clinical **Credits: 3**
- PHM 136 - Pharmacy Clinical **Credits: 6**
- PHM 140 - Trends in Pharmacy **Credits: 2**
- PHM 165 - Pharmacy Prof Practice **Credits: 2**

Other Major Requirements

Other Major Course

- PHM 115A - Pharmacy Calculations Lab **Credits: 1**

Computer Literacy

(Take 2-3 credits)

- CIS 110 - Introduction to Computers **Credits: 3**
- CIS 111 - Basic PC Literacy **Credits: 2**

Total Credits: 47/48

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- CIS 110 - Introduction to Computers **Credits: 3 or**
- CIS 111 - Basic PC Literacy **Credits: 2**
- PHM 110 - Introduction to Pharmacy **Credits: 3**
- PHM 111 - Pharmacy Practice I **Credits: 4**
- PHM 115 - Pharmacy Calculations **Credits: 3 and**
- PHM 115A - Pharmacy Calculations Lab **Credits: 1**

Spring Semester I

- PHM 118 - Sterile Products **Credits: 4**
- PHM 120 - Pharmacology I **Credits: 3**
- PHM 136 - Pharmacy Clinical **Credits: 6**

- PSY 118 - Interpersonal Psychology **Credits: 3 or**
- PSY 150 - General Psychology **Credits: 3**

Summer Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- PHM 125 - Pharmacology II **Credits: 3**
- PHM 133 - Pharmacy Clinical **Credits: 3**
- PHM 140 - Trends in Pharmacy **Credits: 2**
- PHM 165 - Pharmacy Prof Practice **Credits: 2**

Phlebotomy Diploma (D45960)

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.

General Education Requirements (6 credits)

- COM 120 - Intro Interpersonal Com **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**

Major Requirements (19 credits)

Technical Core

- HSC 110 - Orientation to Health Careers **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Phlebotomy

- PBT 100 - Phlebotomy Technology **Credits: 6**
- PBT 101 - Phlebotomy Practicum **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Other Major Requirements (11 credits)

Biology

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Nurse Aide

- NAS 101 - Nurse Aide I **Credits: 6**

Total Credits: 36

Recommended Course Sequence

Fall Semester I

- COM 120 - Intro Interpersonal Com **Credits: 3**
- HSC 110 - Orientation to Health Careers **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**
- NAS 101 - Nurse Aide I **Credits: 6**

Spring Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- HUM 115 - Critical Thinking **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Summer Semester I

- PBT 100 - Phlebotomy Technology **Credits: 6**
- PBT 101 - Phlebotomy Practicum **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Nursing Department

Cardiovascular Sonography, A.A.S. (A45160)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Math

(Take 3-4 credits)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Social/Behavioral Science

(Take 3 credits)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**

- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Major Requirements

Required

- CVS 160 - CVS Clinical Ed I **Credits: 5**
- CVS 161 - CVS Clinical Ed II **Credits: 8**
- CVS 162 - CVS Clinical Ed III **Credits: 5**
- CVS 163 - Echo I **Credits: 4**
- CVS 164 - Echo II **Credits: 4**
- CVS 260 - CVS Clinical Ed IV **Credits: 8**
- CVS 261 - CVS Clinical Ed V **Credits: 8**
- SON 111 - Sonographic Physics **Credits: 4**
- SON 250 - Vascular Sonography **Credits: 2**

Anatomy and Physiology

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Major Requirements

Physics

- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

CVS

- CVS 277 - Cardiovascular Topics **Credits: 2**

Total Credits: 74/75

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- CVS 160 - CVS Clinical Ed I **Credits: 5**
- CVS 163 - Echo I **Credits: 4**
- SON 111 - Sonographic Physics **Credits: 4**

Spring Semester I

- CVS 161 - CVS Clinical Ed II **Credits: 8**
- CVS 164 - Echo II **Credits: 4**
- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**
- SON 250 - Vascular Sonography **Credits: 2**

Summer Semester I

- CVS 162 - CVS Clinical Ed III **Credits: 5**
- CVS 277 - Cardiovascular Topics **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3 or**
- SOC 210 - Introduction to Sociology **Credits: 3**

Fall Semester II

- CVS 260 - CVS Clinical Ed IV **Credits: 8**
- Communications Elective
- Math Elective

Spring Semester II

- CVS 261 - CVS Clinical Ed V **Credits: 8**
- Humanities/Fine Arts Elective

Medical Sonography, A.A.S. (A45440)

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography. The CAAHEP address is 25400 US Highway 19N., Suite 158 Clearwater, Florida 33763
Phone: 727-210-2350

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs are eligible to take National Registry Examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers. Graduates may find employment in clinics, physicians' offices, mobile services, equipment manufacturers, hospitals, and educational institutions.

Students are required to pass the computer competency test administered in the Learning Lab, or pass CIS 110 or CIS 111.

General Education Requirements

English

- ENG 111 - Writing and Inquiry **Credits: 3**

Math

(Take 3-4 credits)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Science

- PHY 110 - Conceptual Physics **Credits: 3 and**
- PHY 110A - Conceptual Physics Lab **Credits: 1**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**

- ART 115 - Art History Survey II **Credits: 3**
- ART 117 - Non-Western Art History **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- DRA 111 - Theatre Appreciation **Credits: 3**
- DRA 112 - Literature of the Theatre **Credits: 3**
- DRA 122 - Oral Interpretation **Credits: 3**
- DRA 211 - Theatre History I **Credits: 3**
- DRA 212 - Theatre History II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- HUM 160 - Introduction to Film **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**
- REL 111 - Eastern Religions **Credits: 3**
- REL 112 - Western Religions **Credits: 3**
- REL 211 - Intro to Old Testament **Credits: 3**
- REL 212 - Intro to New Testament **Credits: 3**
- REL 221 - Religion in America **Credits: 3**

Social/Behavioral Science Electives

(Take 3 credits)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Major Requirements

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- SON 110 - Intro to Sonography **Credits: 3**
- SON 111 - Sonographic Physics **Credits: 4**
- SON 120 - SON Clinical Ed I **Credits: 5**
- SON 121 - SON Clinical Ed II **Credits: 5**
- SON 130 - Abdominal Sonography I **Credits: 3**
- SON 131 - Abdominal Sonography II **Credits: 2**
- SON 140 - Gynecological Sonography **Credits: 2**
- SON 220 - Son Clinical Ed III **Credits: 8**
- SON 221 - SON Clinical Ed IV **Credits: 8**
- SON 225 - Case Studies **Credits: 1**
- SON 241 - Obstetrical Sonography I **Credits: 2**
- SON 242 - Obstetrical Sonography II **Credits: 2**
- SON 250 - Vascular Sonography **Credits: 2**
- SON 289 - Sonographic Topics **Credits: 2**

Other Major Requirements

- SON 272 -Advanced Pathology **Credits: 1**

Total Credits: 74/75

Fall Semester I

- BIO 163 -Basic Anat & Physiology **Credits: 5**
- SON 110 -Intro to Sonography **Credits: 3**
- SON 111 -Sonographic Physics **Credits: 4**
- SON 130 -Abdominal Sonography I **Credits: 3**

Spring Semester I

- PHY 110 -Conceptual Physics **Credits: 3 and**
- PHY 110A -Conceptual Physics Lab **Credits: 1**
- SON 120 -SON Clinical Ed I **Credits: 5**
- SON 131 -Abdominal Sonography II **Credits: 2**
- SON 140 -Gynecological Sonography **Credits: 2**
- SON 250 -Vascular Sonography **Credits: 2**
- Math Elective

Summer Semester I

- SON 121 -SON Clinical Ed II **Credits: 5**
- SON 241 -Obstetrical Sonography I **Credits: 2**
- Humanities/Fine Arts Elective
- Social/Behavioral Science Elective

Fall Semester II

- ENG 111 -Writing and Inquiry **Credits: 3**
- SON 220 -Son Clinical Ed III **Credits: 8**
- SON 242 -Obstetrical Sonography II **Credits: 2**
- SON 272 -Advanced Pathology **Credits: 1**

Spring Semester II

- SON 221 -SON Clinical Ed IV **Credits: 8**
- SON 225 -Case Studies **Credits: 1**
- SON 289 -Sonographic Topics **Credits: 2**
- Communications Elective

Nursing, A.A.S. (A45110)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

General Education Requirements

Required

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

English

(Take 3 credits)

- ENG 112 - Writing/Research in the Disc **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**

Humanities/Fine Arts Electives

(Take 3 credits)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 215 - Philosophical Issues **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Major Requirements

- NUR 111 - Intro to Health Concepts **Credits: 8**
- NUR 112 - Health-Illness Concepts **Credits: 5**
- NUR 113 - Family Health Concepts **Credits: 5**

- NUR 114 - Holistic Health Concepts **Credits: 5**
- NUR 211 - Health Care Concepts **Credits: 5**
- NUR 212 - Health System Concepts **Credits: 5**
- NUR 213 - Complex Health Concepts **Credits: 10**

Other Major Requirements

Required

- BIO 175 - General Microbiology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**

Total Credits: 69

* Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

Fall Semester I

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- NUR 111 - Intro to Health Concepts **Credits: 8**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- NUR 112 - Health-Illness Concepts **Credits: 5**
- NUR 114 - Holistic Health Concepts **Credits: 5**
- PSY 241 - Developmental Psych **Credits: 3**

Summer Semester I

- NUR 113 - Family Health Concepts **Credits: 5**

Fall Semester II

- BIO 175 - General Microbiology **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NUR 211 - Health Care Concepts **Credits: 5**
- NUR 212 - Health System Concepts **Credits: 5**

Spring Semester II

- ENG 112 - Writing/Research in the Disc **Credits: 3 or**
- ENG 114 - Prof Research & Reporting **Credits: 3**

- NUR 213 -Complex Health Concepts **Credits: 10**
- Humanities/Fine Arts Elective

Surgical Technology, A.A.S. (A45740)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

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.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation.

General Education Requirements

- COM 120 -Intro Interpersonal Com **Credits: 3**
- ENG 111 -Writing and Inquiry **Credits: 3**
- HUM 115 -Critical Thinking **Credits: 3**
- MAT 110 -Math Measurement & Literacy **Credits: 3**
- PSY 150 -General Psychology **Credits: 3**

Major Requirements

- SUR 110 -Intro to Surg Tech **Credits: 3**
- SUR 111 -Periop Patient Care **Credits: 7**
- SUR 122AB -Surgical Procedures I **Credits: 5**
- SUR 122BB -Surgical Procedures I **Credits: 1**
- SUR 123AB -Surgical Clinical Practice I **Credits: 3.5**
- SUR 123BB -Surgical Clinical Practice I **Credits: 3.5**
- SUR 134 -Surgical Procedures II **Credits: 5**
- SUR 135 -SUR Clinical Practice II **Credits: 4**
- SUR 137 -Professional Success Prep **Credits: 1**
- SUR 210 -Adv SUR Clinical Practice **Credits: 2**
- SUR 211 -Adv Theoretical Concepts **Credits: 2**

Other Major Requirements

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- BIO 175 - General Microbiology **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Total Credit Hours: 72

Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- MED 121 - Medical Terminology I **Credits: 3**
- SUR 110 - Intro to Surg Tech **Credits: 3**
- SUR 111 - Periop Patient Care **Credits: 7**

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- SUR 122AB - Surgical Procedures I **Credits: 5**
- SUR 123AB - Surgical Clinical Practice I **Credits: 3.5**

Summer Semester I

- HUM 115 - Critical Thinking **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- SUR 122BB - Surgical Procedures I **Credits: 1**
- SUR 123BB - Surgical Clinical Practice I **Credits: 3.5**

Fall Semester II

- BIO 175 - General Microbiology **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- SUR 134 - Surgical Procedures II **Credits: 5**
- SUR 135 - SUR Clinical Practice II **Credits: 4**

Spring Semester II

- COM 120 - Intro Interpersonal Com **Credits: 3**
- ENG 114 - Prof Research & Reporting **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SUR 137 - Professional Success Prep **Credits: 1**

- SUR 210 - Adv SUR Clinical Practice **Credits: 2**
- SUR 211 - Adv Theoretical Concepts **Credits: 2**

Nurse Aide Certificate (C45840)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Major Requirements

- NAS 101 - Nurse Aide I **Credits: 6**
- NAS 102 - Nurse Aide II **Credits: 6**

Total Credits: 12

Fall Semester I

- NAS 101 - Nurse Aide I **Credits: 6**

Spring Semester I

- NAS 102 - Nurse Aide II **Credits: 6**

Cardiovascular Sonography Diploma (D45160)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

General Education Requirements

Communications

(Take 3 credits)

- COM 110 - Introduction to Communication **Credits: 3**
- COM 120 - Intro Interpersonal Com **Credits: 3**

Social/Behavioral Science

(Take 3 credits)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Major Requirements

Required

- CVS 160 - CVS Clinical Ed I **Credits: 5**
- CVS 161 - CVS Clinical Ed II **Credits: 8**
- CVS 162 - CVS Clinical Ed III **Credits: 5**
- CVS 163 - Echo I **Credits: 4**
- CVS 164 - Echo II **Credits: 4**
- SON 111 - Sonographic Physics **Credits: 4**
- SON 250 - Vascular Sonography **Credits: 2**

Major Requirements

- CVS 277 - Cardiovascular Topics **Credits: 2**

Total Credits: 40

Fall Semester I

- CVS 160 - CVS Clinical Ed I **Credits: 5**
- CVS 163 - Echo I **Credits: 4**
- SON 111 - Sonographic Physics **Credits: 4**
- Communications Elective

Spring Semester I

- CVS 161 - CVS Clinical Ed II **Credits: 8**
- CVS 164 - Echo II **Credits: 4**
- SON 250 - Vascular Sonography **Credits: 2**

Summer Semester I

- CVS 162 - CVS Clinical Ed III **Credits: 5**
- CVS 277 - Cardiovascular Topics **Credits: 2**
- Social/Behavioral Science Elective

Nurse Aid/Phlebotomy Diploma Program (D45970)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

General Education Requirements (6 credits)

- COM 120 - Intro Interpersonal Com **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Major Requirements (19 credits)

Nurse Aide

- NAS 101 - Nurse Aide I **Credits: 6**
- NAS 102 - Nurse Aide II **Credits: 6**

Technical Core

- HSC 110 - Orientation to Health Careers **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Other Major Requirements (14 credits)

Biology

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Phlebotomy

- PBT 100 - Phlebotomy Technology **Credits: 6**
- PBT 101 - Phlebotomy Practicum **Credits: 3**

Total Credits: 39

Recommended Course Sequence

Fall Semester I

- HSC 110 - Orientation to Health Careers **Credits: 1**
- MED 121 - Medical Terminology I **Credits: 3**
- NAS 101 - Nurse Aide I **Credits: 6**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- MED 122 - Medical Terminology II **Credits: 3**
- NAS 102 - Nurse Aide II **Credits: 6**

Summer Semester I

- COM 120 - Intro Interpersonal Com **Credits: 3**
- PBT 100 - Phlebotomy Technology **Credits: 6**
- PBT 101 - Phlebotomy Practicum **Credits: 3**

Practical Nursing (LPN) Diploma (D45660)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The practical nursing curriculum provides knowledge and skills to integrate safety and quality in to nursing care to meet the needs of the holistic individual which impact health, quality of life and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

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

General Education Requirements

Communications

- ENG 111 - Writing and Inquiry **Credits: 3**

Social Sciences

- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**

Science

- BIO 163 - Basic Anat & Physiology **Credits: 5**

Major Requirements

- NUR 101 - Practical Nursing I **Credits: 11**
- NUR 102 - Practical Nursing II **Credits: 10**
- NUR 103 - Practical Nursing III **Credits: 9**

Total Credits: 44

Fall Semester I

- BIO 163 - Basic Anat & Physiology **Credits: 5**
- NUR 101 - Practical Nursing I **Credits: 11**
- PSY 150 - General Psychology **Credits: 3**

Spring Semester I

- ENG 111 - Writing and Inquiry **Credits: 3**
- NUR 102 - Practical Nursing II **Credits: 10**
- PSY 241 - Developmental Psych **Credits: 3**

Summer Semester I

- NUR 103 - Practical Nursing III **Credits: 9**

Note:

** Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.