

Cleveland

COMMUNITY COLLEGE



ACADEMIC BULLETIN
&
STUDENT HANDBOOK
1998 ♦ 1999

NOTE

Cleveland Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with 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. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the Department of Community Colleges, or by local conditions may result in some alterations in curriculum, fees, etc.

VISITORS

Visitors, and in particular, prospective students are always welcome at Cleveland Community College. The Student Services office will provide guide services for groups or individuals between 8:30 a.m. and 3:30 p.m. Monday through Friday. The College is open until 10:00 p.m. Monday through Thursday and until 4:00 p.m. on Friday. Questions about the College and its programs will be answered by someone from the Student Services office.

APPROVED BY

North Carolina State Board of Nursing
North Carolina Department of Veterans Education
and
Joint Review Committee on Education For Radiologic Technology
20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901
Telephone number 312-704-5300

MEMBER INSTITUTION OF

American Association of Community Colleges
North Carolina Association of Colleges and Universities
North Carolina Department of Community Colleges
Southern Association of Colleges and Schools
Southern Association of Community and Junior Colleges

ACCREDITED BY

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

As required by G.S. 143-170.01, 10,000 copies of this
catalog were printed at a cost of \$13,833.00 or \$1.38 per copy

GENERAL INFORMATION

CLEVELAND COMMUNITY COLLEGE “An Equal Opportunity Educational Institution”

DIRECTORY OF CORRESPONDENCE Telephone (704) 484-4000

Inquiries will receive prompt attention if addressed to the Administrative Offices below at Cleveland Community College, 137 South Post Road, Shelby, North Carolina 28152.

Academic Programs	Vice President, Academic Programs
Administrative Affairs	The President
Admissions	Director of Admissions
Adult Basic Education	Coordinator, Basic Skills Programs
Adult High School Program	Coordinator, Basic Skills Programs
Entrance Procedures	Director of Admissions
Evaluation of Credits	Dean of Enrollment Management
Financial and Business Affairs	Senior Vice President, Finance/Administrative Services
GED Exam	GED Examiner
Gifts and Bequests	The President, The Executive Director of the Cleveland Community College Foundation
High School Program	Coordinator, Basic Skills Programs
Human Resources Development Program	Recruiter, HRD
Industrial Training	Vice President, Industry and Community Service
Job Placement Service	Testing Coordinator
Non-Credit Courses	Dean of Continuing Education
Placement Testing	Testing Coordinator
Registration	Dean of Enrollment Management
Student Activities	SGA Director
Student Affairs	Vice President, Student Services
Student Financial Aid	Financial Aid Coordinator
Transcripts	Dean of Enrollment Management
Veterans Affairs	Director of Admissions

TABLE OF CONTENTS

Directory of Correspondence	1
Calendar of Events	4
Message from President	6
General Information	7
Admissions	14
Academic Regulations	19
Student Services	31
Financial Information	39
Cleveland Community College Foundation	48
Scholarships	48
Veterans Affairs	50
Curriculum Programs and Articulation Pre-Majors	51
Developmental Courses	54
College Transfer Programs (A.A., A.S.)	58
Associate in Arts	58
Pre-Art Education (AA)	61
Pre-Business Administration (AA)	63
Pre-Business Education and Marketing Education (AA)	65
Pre-College Transfer Nursing (AA)	67
Pre-Elementary Education, Middle Grades Education, and Special Education (AA)	69
Pre-English (AA)	73
Pre-English Education (AA)	75
Pre-Health Education (AA)	78
Pre-History (AA)	80
Pre-Physical Education (AA)	82
Pre-Political Science (AA)	84
Pre-Psychology (AA)	86
Pre-Social Science: Secondary Education (AA)	88
Pre-Sociology (AA)	90
Pre-Technology Education (AA)	92
Associate in Science	95
Pre-Biology and Biology Education (AS)	98
Pre-Engineering (AS)	100
Technical and General Programs	102
General Education Degree	102
Accounting (AAS)	106
Associate Degree Nursing (RN) (AAS)	109
Broadcasting and Production Technology (AAS)	117
Business Administration (AAS)	120
Business Administration - Marketing & Retailing (AAS)	123
Criminal Justice Technology (AAS)	126
Early Childhood Associate (AAS)	129
Professional Business and Management Option (AAS)	130
Professional Fundamentals Option (AAS)	132
Electronics Engineering Technology (AAS)	134
Fire Protection Technology (AAS)	137
General Occupational Technology (AAS)	140
Industrial Management Technology (AAS)	141
Information Systems (AAS)	144

Technical and General Programs cont.

Information Systems - Programming (AAS)	147
Networking Technology (AAS)	150
Office Systems Technology (AAS)	153
Office Systems Technology - Medical (AAS)	156
Radiography (AAS)	159
Diploma Programs	162
Air Conditioning, Heating, and Refrigeration Technology	163
Auto Body Repair	166
Broadcasting and Production Technology	169
Carpentry	171
Cosmetology	174
Electrical/Electronics Technology	176
Industrial Maintenance Technology	179
Machining Technology	183
Mechanical Drafting Technology	186
Plumbing	189
Practical Nursing	192
Welding Technology	194
Curriculum Certificate Programs	197
Advanced Leadership	198
Air Conditioning, Heating, Refrigeration	199
Auto Body Repair	200
Basic Child Care	201
Basic Electronics	202
Basic Law Enforcement Training	203
Broadcasting and Production	204
Carpentry	205
Child Care Administration	206
Digital Electronics	207
Electrical	208
Mechanical Drafting	209
Phlebotomy	210
Plumbing	211
Real Estate	212
Welding	213
Course Descriptions	214
Non-Credit Programs	261
Industry and Community Service	262
Continuing Education	262
New Industry Training	264
Basic Skills Programs	274
Small Business Center	277
Library/AV Services	278
Personnel of the College	279
Index	293

CALENDAR OF EVENTS

SUMMER TERM 1998

May 12	Tuesday	Registration
May 18	Monday	1st 6 wk session – 10 wk session – 12 wk session – Classes Begin
May 18	Monday	1st 6 wk session – 10 wk session – 12 wk session – Late Registration
May 25	Monday	Memorial Day (No Classes)
June 22	Monday	1st 6 wk session – Last Day for Official Withdrawal
June 22	Monday	1st 6 wk session – Last Day to Change from Credit to Audit
June 29	Monday	1st 6 wk session – Ends
June 30	Tuesday	2nd 6 wk session – Classes Begin
July 3	Friday	Holiday (No Classes)
July 14	Tuesday	10 wk session – Last Day for Official Withdrawal
July 14	Tuesday	10 wk session – Last Day to Change from Credit to Audit
July 21	Tuesday	Pre-Pay Day for Fall 1998
July 21	Tuesday	12 wk session – Last Day for Official Withdrawal
July 21	Tuesday	12 wk session – Last Day to Change from Credit to Audit
July 23	Thursday	Orientation and Early Registration for New Students for Fall 1998
July 28	Tuesday	10 wk session – Ends (Tuesday, July 28, is a Friday make-up for 10 week session)
August 4	Tuesday	2nd 6 wk session – Last Day for Official Withdrawal
August 4	Tuesday	2nd 6 wk session – Last Day to change from Credit to Audit
August 7	Friday	Graduation
August 11	Tuesday	2nd 6 wk session – 12 wk session – Ends (Tuesday, August 11, is a Friday make-up)

FALL SEMESTER 1998

August 12	Wednesday	Registration
August 20	Thursday	Classes Begin
August 20	Thursday	Late Registration
September 7	Monday	Labor Day Holiday
October 12 & 13	Monday & Tuesday	Fall Break/Instructor Conference (No Classes) (Date may change)
November 17	Tuesday	Pre-Pay Day for Spring 1999
November 18	Wednesday	Last Day for Official Withdrawal
November 18	Wednesday	Last Day to change from credit to Audit
November 19	Thursday	Orientation and Early Registration for New Students for Spring 1999
November 26 & 27	Thursday & Friday	Thanksgiving Holidays
December 16	Wednesday	Fall Semester Ends (Wednesday, December 16, is a Monday make-up)

CALENDAR OF EVENTS

SPRING SEMESTER 1999

January 5	Tuesday	Registration
January 7	Thursday	Classes Begin
January 7	Thursday	Late Registration
January 18	Monday	Martin Luther King Jr. Holiday
April 1	Thursday	Last Day for Official Withdrawal
April 1	Thursday	Last Day to change from credit to Audit
April 5	Monday	Easter Holiday
April 6-9	Tuesday - Friday	Spring Break (No classes)
April 27	Tuesday	Pre-Pay Day for Summer
May 6	Thursday	Spring Semester Ends
May 7	Friday	Graduation

(Thursday, May 6, is a Monday make-up)





Dr. L. Steve Thornburg, Ed.D.

MESSAGE FROM THE PRESIDENT

“Welcome To A Dynamic and Challenging Learning Environment”

Attending Cleveland Community College is an exciting, challenging, and rewarding experience. If you have already decided to attend Cleveland, welcome! If you are still considering which college to attend, I invite you to take a close look at a very special place.

Cleveland Community College is home to a dedicated and highly qualified faculty committed to making your learning experiences successful and meaningful. Our student services staff will assist you with counseling and guidance as you make short-term and life-long decisions. Our administrative and support staff will devote attention to maintaining and strengthening the quality of the educational environment.

The faculty and staff at Cleveland are here to help you achieve your individual goals, to grow and develop as an individual, to prepare for your future, and to develop a life-long love of learning. We are here to serve students and their needs.

Each member of Cleveland's faculty and staff has an interest in your success and welcomes you to our College's community.

A large, stylized handwritten signature in dark ink. The signature appears to read "L. Steve Thornburg" with a long, sweeping flourish at the end.

L. Steve Thornburg, Ed.D.

HISTORY OF THE COLLEGE

The 1963 North Carolina General Assembly authorized a system of comprehensive community colleges, technical institutes, industrial education centers, and extension units to be established and placed under the jurisdiction of the State Board of Education.

The Cleveland Unit of Gaston College was established on July 1, 1965, as a result of the vision and effort of many individuals over several years. The Shelby Chamber of Commerce and the County Commissioners worked with the State Board of Education and Gaston College in establishing a unit of the college. Two buildings were rented by the County Commissioners at 118 North Morgan Street to start the school.

On July 11, 1965, James B. Petty was elected director of the Unit. The first classes began in September 1965, in the old Porter Brothers and McBrayer buildings. The number of classes and students has grown rapidly since that date.

On October 2, 1967, a local Board of Trustees was officially appointed and the Extension Unit became Cleveland County Technical Institute, a unit of the Department of Community Colleges of North Carolina.

In July 1969, the institute leased the County Home property at 137 South Post Road for a campus and moved to the new location.

Having secured a grant of \$500,000 from the Cleveland County Board of Commissioners and matched by a like amount from the State of North Carolina, architects were commissioned in 1972 to plan a long-range building program on the present campus and the first two buildings for the new campus layout. The first two buildings were completed and placed in use for the Fall Quarter 1974.

In June 1977, the voters of Cleveland County approved a \$5,000,000 bond referendum to construct the next two phases of the long-range development plan for the campus.

Construction began in summer 1979 on these buildings to add approximately 100,000 additional square feet of permanent facilities including a new Learning Resources Center, classrooms, shops, laboratories, snack bar, bookstore, and offices. Shop additions were placed in use for Fall Quarter 1980. The main additional construction, known as the Campus Center Building, was placed in use in March 1981. Formal dedication was held October 18, 1981.

On March 3, 1980, the Cleveland County Board of Commissioners voted to concur with the request by the Board of Trustees for a name change of Cleveland County Technical Institute to Cleveland Technical College.

By action of the state legislature, effective July 1, 1987, the College was authorized to become Cleveland Community College and to

offer two-year college transfer programs. The first college transfer students were enrolled in the Fall Quarter 1987.

A Field House building was completed in July 1987 and became part of the College's physical education program.

Contracts were awarded in December 1987 for the construction of a new Student Activities Center building. This building was placed in use for Spring Quarter 1989. A Maintenance building was completed in August 1990. The James Broughton Petty Amphitheater was completed and dedicated April 24, 1991.

The founding president, Dr. James Petty, retired as President Emeritus on July 31, 1990. The College's second president, Dr. L. Steve Thornburg, assumed the presidency on August 1, 1990.

During years 1995, 1996, and 1997 the College pursued an extensive reengineering process to completely redesign every course and every program of study in order to accommodate converting from a quarter hour system to a semester hour system. Cleveland, along with all other community colleges in North Carolina, began offering semester credit hours in the summer term of 1997.

On May 20, 1997, the voters of Cleveland County again expressed their confidence in the College by approving a \$3.1 million bond referendum to construct a new classroom building and an emergency training center that will provide job training and instructional space for the 21st Century.

MISSION STATEMENT

Cleveland Community College — established in 1965 by and for the people of Cleveland County — is a comprehensive, public two-year college and member institution of the North Carolina Community College system. The College's mission is threefold: (1) to help students achieve professional and personal goals by providing quality, accessible educational programs and services, (2) to serve as an agent for economic development by responding to the educational and training needs of business and industry, and (3) to contribute to the improvement of the quality of life in Cleveland County by actively participating in collaborative initiatives.

ACCREDITATION

Cleveland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, Telephone Number 404-679-4501) to award associate degrees; The North Carolina State Board of Community Colleges; the Joint Review Committee on Education for Radiologic Technology (20 North Wacker Drive, Suite 900, Chicago, IL, 60606-2901, Telephone Number 312-704-5300);

The North Carolina State Board of Nursing for Practical Nursing;
The North Carolina State Board of Nursing for Associate Degree
Nursing.

VISITORS

Visitors need to receive permission from Student Services prior to visiting classrooms, shops, or labs.

CHILDREN ON CAMPUS

Children under sixteen must be accompanied by an adult at all times. Children are not allowed in classrooms or in the gymnasium except for approved events.

NIGHT OFFERINGS

The College offers an extensive night program which includes most of the credit and non-credit courses given in the daytime.

The availability of credit courses at night allows the student who must work while attending school the opportunity to coordinate school activities with employment. A student may enroll for both day and night classes in most programs.

It is possible to complete all work toward a degree or diploma by attending at night. The rate of progress through a program will depend upon the number of courses taken each semester. A reduced load will require a longer period to complete program requirements.

CANCELLATION OF CLASSES

The College reserves the right to cancel any class, day or night, for which there is insufficient enrollment.

INCLEMENT WEATHER

The College President will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on local radio and television stations. If day classes are canceled, night classes are automatically canceled.

NOTICE OF COLLEGE REGULATIONS

The College has a genuine interest and concern for the integrity of all students; therefore all regulations found in this catalog and student handbook, and announcements posted on bulletin boards will be followed by all students. Each student is responsible for becoming familiar with these publications and for reading official announcements in order to stay informed of current policies.

COMPUTER NETWORK USE

The College provides computer, network, and Internet access to students, faculty, staff, and other authorized individuals in support of instructional, educational, administrative, and research purposes of the College. Use of College facilities and equipment for other purposes is not acceptable. Computer, network, and Internet access is a privilege, not a right, which may be revoked at any time for abusive conduct. Abusive conduct includes, but is not limited to, the following: altering equipment or peripherals; installing a "virus" or other software; running files to alter the system; placing unlawful information on a system; using abusive or objectionable language in messages; hindering other users' ability to work; causing congestion on the networks; using other people's computer resources without authorization; violating software license copyrights; entering accounts without full authorization; using College resources for a commercial venture or for personal profit; allowing others to use a password or account other than their own; violating system security; transmitting any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, hateful, racial, ethnical, or otherwise objectionable material; distributing advertisements; displaying materials which may be construed as obscene; misrepresenting the identity of the user; or using the network for game playing.

The administrators of the College's computer systems may view users' files, read mail, monitor keystrokes, view screens, and otherwise observe all users' activities. If a conflict arises between system security/operation and the integrity of an individual's data, keeping the system operational will take precedence. Ownership of the contents of all disk storage on the network is retained by the College.

Violations will be treated as academic misconduct with immediate loss of privileges. Any misdemeanor or felony violations will be reported to the proper authorities.

COMMUNITY ACCESS CABLE CHANNEL

The Broadcasting and Production Technology program at Cleveland Community College is responsible for the operation of Time Warner Cable's local community access channel which provides capabilities for delivery of educational, cultural, and public service programming to cable subscribers throughout Cleveland County.

NON-DISCRIMINATION POLICY

From its founding, Cleveland Community College's Board of Trustees and staff have recognized the importance of equal

opportunity in all phases of the College's operations and have adhered to a policy of non-discrimination on the basis of race, color, sex, age, religion, national origin, physical or mental disability, or other non-relevant factors. This policy continues to apply to both students and employees at all levels of the school's operations. Anyone who believes this policy has been violated may seek satisfaction through the Due Process procedures outlined in this catalog.

AMERICANS WITH DISABILITIES ACT/ SECTION 504 REGULATIONS

Cleveland Community College, in compliance with The Americans with Disabilities Act and Section 504 Regulations, does not discriminate and is dedicated to providing equal educational and employment opportunities for qualified adults. The College will make reasonable accommodations in its programs, services and facilities for disabled students and disabled employees who are otherwise qualified. Students with special needs should contact the Student Services Department for assistance such as notetakers, readers, interpreters, etc.

CRIME AWARENESS/CAMPUS SECURITY ACT

Cleveland Community College, in compliance with The Crime Awareness/Campus Security Act, has developed policies and procedures to prevent and report on-and-off-campus crimes. Annually, the College distributes to all College staff and students statistical data on reported criminal offenses in the *Drug-Free and Crime Awareness Booklet*. This booklet is made available to all prospective employees and to prospective students. The College presents information to students and staff at orientations regarding campus security/safety, crime prevention, alcohol and drug abuse education, sexual assault prevention, rape awareness, and procedures to follow if a sex offense occurs.

DRUG-FREE WORKPLACE POLICY

Cleveland Community College, in compliance with the Omnibus Drug Initiative Act of 1988 (Public Law 100-690) and The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) certifies that the agency has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The College will:

1. Annually distribute, in writing, to each student and employee, standards of conduct that clearly prohibit the unlawful

possession, use or distribution of illicit drugs and alcohol on campus property or as part of any campus activity.

2. Establish a drug-free awareness program to alert employees and students to the dangers of drug and alcohol abuse and make them aware of available drug counseling programs.
3. Require employees who know of a fellow worker's on-the-job use of drugs or alcohol to notify the employer.
4. Impose sanctions or require rehabilitation of an employee or student who is convicted of campus or workplace-based drug or alcohol abuse.

Cleveland Community College, is engaged in a continuing campaign against substance abuse. The campaign includes educational seminars and public awareness events.

Communication methods may include:

1. Annual written notification
2. Information at orientation of new students
3. Emphasis during convocations
4. Classroom units in appropriate courses
5. Drug Awareness Days

BLOOD BORNE PATHOGENS AND HAZARDOUS MATERIALS

Body fluid spills, hazardous chemical spills, or spills of unknown fluids should be reported immediately to the receptionist - Dial O - and evacuate the area until College personnel arrive.

COMMUNICABLE DISEASE POLICY

Policies regarding diseases at Cleveland Community College are as follows:

Persons infected with a communicable disease will not be excluded from enrollment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.

Any student, College employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact, on a confidential basis, to the appropriate dean or vice president.

Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated

ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

SEXUAL HARASSMENT

The policy of Cleveland Community College, consistent with its effort to foster an environment of respect for the dignity and worth of all members of the college community, prohibits sexual harassment of students and employees of Cleveland Community College and views sexual harassment as unacceptable conduct which will not be tolerated. The policy, definition of, and complaint procedures can be found in the *Cleveland Community College Policies and Procedures Manual*, and students should contact the Vice President for Student Services for information and procedures.

DUE PROCESS PROCEDURES ON GRIEVANCES

1. Students or employees wishing to appeal a decision affecting their status at Cleveland Community College should first attempt to resolve the situation with the supervisor, administrator, instructor or whoever is involved.
2. If not satisfied, and if the individual wishes to appeal, the appeal shall be made in writing within two weeks to the chairman of the Due Process Committee, the Vice President of Student Services. The letter should include a summary of all pertinent dates and information concerning the incident. A hearing will be scheduled within two weeks before the Due Process Committee. The Due Process Committee will recommend action to the President.
3. Further appeal may be made in writing within two weeks of the Due Process Committee's decision, directly to the President.
4. Final appeal may be made in writing, within two weeks of the President's decision, directly to the Chairman of the Board of Trustees. The Board will make a decision based on the petitioner's written appeal and the forwarded recommendations of the President and the Due Process Committee.

PERSISTENCE RATE FOR CURRICULUM PROGRAMS

Information regarding the average rate of persistence for curriculum programs is located in the office of the Vice President for Student Services.

ADMISSIONS

ADMISSIONS INFORMATION

POLICY AND PROCEDURES

Cleveland Community College operates under an “open door” admissions policy to offer college transfer, occupational and adult education to all persons who are able to profit from instruction. Placement of students in the various programs of instruction includes a special emphasis on career guidance and individual admissions counseling. The objective is to assist the student in establishing realistic goals to assure reasonable success in the particular program of instruction the student desires to pursue.

As part of the admissions process for curriculum students, placement tests may be required. Transcripts of previous education are required, and a personal interview is suggested with each student.

Application for admission forms and detailed information on programs of instruction offered may be secured by writing to: Student Services, Cleveland Community College, 137 South Post Road, Shelby, North Carolina 28152 or by calling (704) 484-4081.

ADMISSIONS REQUIREMENTS FOR ALL CURRICULUM PROGRAMS

1. Be at least eighteen years of age, or the applicant's high school class must have graduated. Dual enrollment is allowed for high school students with semester permission of the high school principal.
2. High School graduation or its equivalent is required for the Practical Nursing curriculum and the Associate in Arts, Associate in Science, Associate in General Education, Associate in Applied Science degree curriculums and technical diploma or technical certificate programs.
3. High School graduation or its equivalent is not required for vocational diploma and vocational certificate programs.
4. **All** students enrolling in curriculum programs must have their high schools send official transcripts (showing graduation date or highest grade completed), or must present an official GED score of 225 or above, or a state-issued GED certificate. In addition, official transcripts of all colleges attended must be submitted.

5. Applicants who are applying to the Associate in Arts, Associate in Science, Associate in General Education, Associate in Applied Science, Practical Nursing and technical diploma or technical certificate programs must take **placement tests** in English, mathematics, reading and algebra.

Exceptions:

- a. Allied Health applicants must satisfy separate, previously-established qualitative and quantitative admission requirements. These applicants are required to meet the academic and technical standards of the Allied Health curriculums.
- b. Applicants (excluding Allied Health) who have scored 450 on the verbal section of the SAT are not required to take the English and reading placement test. Applicants who have scored 450 on the mathematics section of the SAT are not required to take the mathematics and algebra placement test.
- c. Applicants (excluding Allied Health) who have scored 19 on the American College Test are not required to take any placement test.
- d. Applicants (excluding Allied Health) who have earned at an accredited college or university at least 12 quarter or 9 semester hours of collegiate-level course work with at least a grade of "C" on each course are not required to take placement tests.
- e. Applicants (excluding Allied Health) who transfer in a college-level mathematics course with a "C" or better are not required to take the math or Algebra placement tests. Applicants who transfer in a college-level English course with a "C" or better are not required to take the English or reading placement tests.
- f. Applicants (excluding Allied Health) who have successfully completed developmental mathematics, English, reading, or algebra courses at an accredited college or university are not required to take Cleveland Community College's placement tests or complete the developmental course(s).
- g. Special credit students (those who are not pursuing a degree, diploma or certificate) are not required to take placement tests. Some individual courses do, however, require prerequisites or testing.

If the applicant does not pass the appropriate placement test(s) or meet exceptions as stated above, the applicant must enroll in and successfully complete the applicable developmental course(s).

6. On acceptance, a complete physical and dental examination is required for Practical Nursing applicants. A complete physical examination is required for Radiography, Phlebotomy, and Associate Degree Nursing (RN) accepted applicants.
7. Applicants to Allied Health programs, excluding Phlebotomy, must have a personal interview with an admissions office representative and a faculty member after PSB testing. PSB testing is not required for Phlebotomy applicants.
8. Personal references are required for Allied Health applicants.
9. The College reserves the right to refuse admission to a student if it appears that such action is in the best interest of the College and/or the student. Any student so refused may appeal this action through Due Process.
10. Specific procedures for admission to continuing education programs will be found under that section of this catalog.

ADMISSION PROCEDURE FOR ALL CURRICULUM PROGRAMS

1. Submit completed application form. Social Security number is voluntary and is used for record- keeping purposes.
2. Applicants may request a counseling interview in Student Services. All Allied Health applicants are required to attend an Allied Health informational meeting. The interview is required for selected Allied Health applicants after PSB testing. Phlebotomy applicants do not take the PSB.
3. Have official transcripts of all previous education (high school/ GED and college) mailed to the College prior to the completion of the first semester. The applicant who is not pursuing a diploma, degree, or certificate should not have transcripts sent unless the transcript is needed to prove that course prerequisites have been satisfied.
4. Degree-seeking applicants and technical diploma or technical certificate applicants must take placement tests in English, algebra, math and reading or must satisfy the exceptions stated in the Admissions Criteria. Allied Health applicants must take placement tests.
5. Receive a letter of acceptance from the Director of Admissions prior to the end of the student's first semester. Allied Health applicants must be accepted prior to Fall Semester

PROVISIONAL ACCEPTANCE

Applicants for admission who have not submitted high school transcripts and/or GED scores and college transcripts before the beginning of the semester for which entry is desired are granted provisional acceptance for one academic semester. All admission requirements must be met within that semester in order to be eligible to register for the following semester. There is no provisional acceptance available for Allied Health applicants.

SPECIAL CREDIT CLASSIFICATION

Special credit students are those who are enrolled for course credit but not in a curriculum leading to the diploma, certificate, or to the associate degree. Students enrolled in this status will normally be required to meet the prerequisites for the course or to demonstrate a necessary level of competence although they do not have to meet all the admission requirements for curriculum programs.

READMISSION

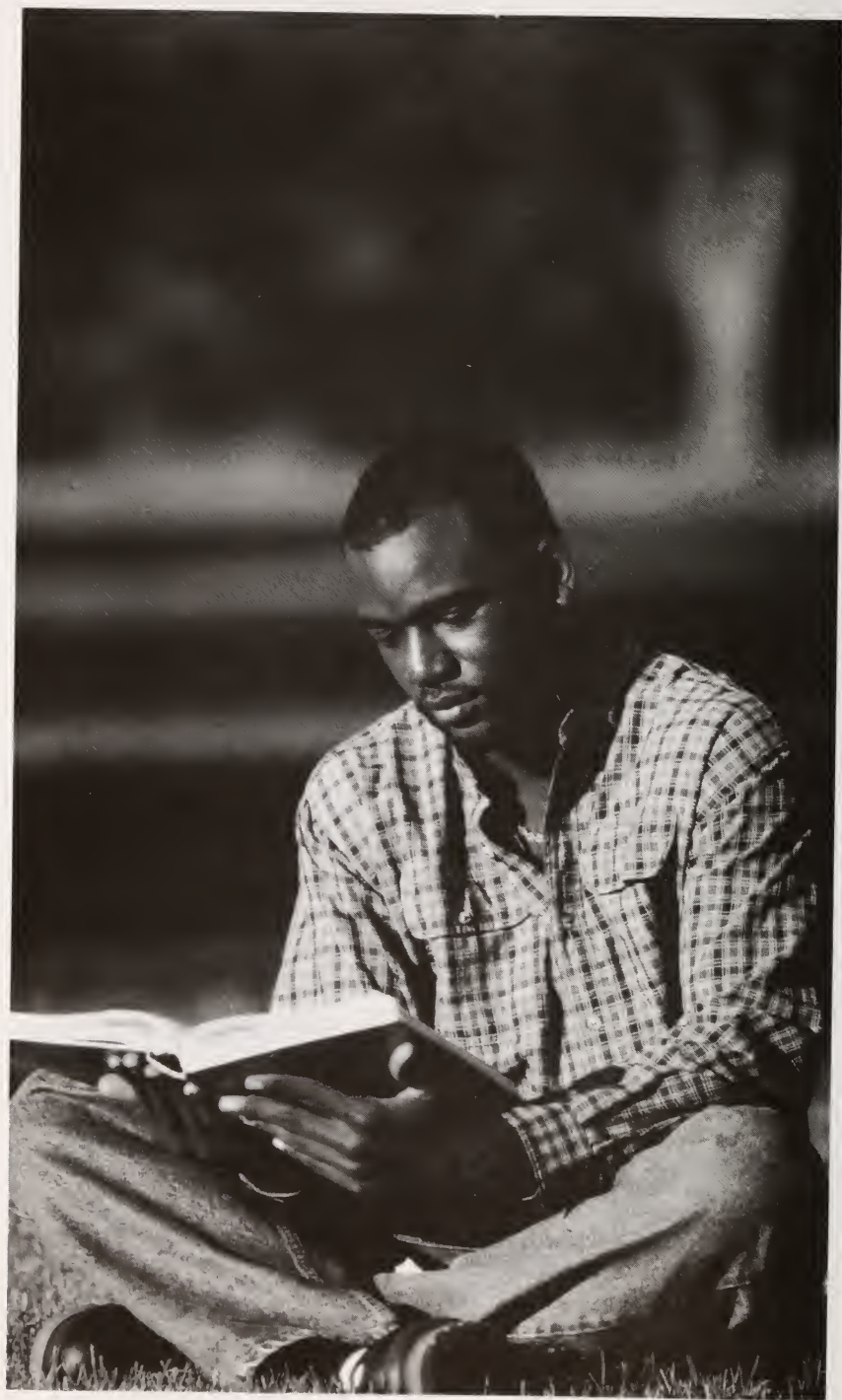
Any student who officially withdraws from the College and later wishes readmission should contact Student Services. Readmission conditions will depend upon the individual circumstances, but generally a student is eligible to return at such a time as an appropriate course schedule can be worked out. Students who wish to reapply to an Allied Health program must see the Director of Admissions. Students who qualify may be readmitted to the Practical Nursing or the Associate Degree Nursing program only once.

A former student will not be readmitted until all former and current expense obligations to any program or activity under the administrative jurisdiction of the College have been satisfied.

Students who have been academically suspended may enroll again after a one-semester absence.*

Any student who is financially indebted to the College by failure to completely meet any outstanding debt such as the following: bad check, tuition, bookstore, library, activity, graduation, parking fines, or any required payment to the College will not be eligible for readmission or graduation nor acquire any transcript until such indebtedness is completely cleared.

*Allied health students who have been academically suspended must confer with The Director of Admissions.



ACADEMIC REGULATIONS

DROP-ADD PERIOD

Students may add courses and change their class schedules during the late registration period. Students may drop courses until the last three weeks of a semester. If a student stops attending a course within the last three weeks of a semester, he/she will receive a grade for the course.

All students must complete forms in Student Services to drop or add a course or change a class schedule.

GRADING SYSTEM

Grading the performance of students in course work is the responsibility of individual faculty members.

At the end of each semester students will be evaluated in each course as follows:

Letter Grade	Numerical Grade	Explanation	Quality Points
A	93-100	Excellent	4 points per sem./hr.
B	85-92	Good	3 points per sem./hr.
C	77-84	Average	2 points per sem./hr.
D	70-76	Below Average	1 point per sem./hr.
F	Below 70	(No Credit)	0 point per sem./hr.
I	Work not completed	Non-completion of course requirements. Requirements must be completed in next semester or receive an F.	0 point per sem./hr.
W		Official Withdrawal	0 point per sem./hr.
CE		Credit by Exam	0 point per sem./hr.
AU		Audit	0 point per sem./hr.

Any student who receives an I may request to negotiate a contract with the instructor involved. Contracts negotiated between the student and the instructor will specify a definite completion date for the requirements in addition to the types of activities set forth by the instructor to help the student achieve the minimum objectives of the course. If the student does not complete the minimum objectives in the negotiated time period, the student will be dropped from the course and "F" will be entered on the record. Upon completion of the contract in the specified time, the instructor will notify the registrar to change the "I" to a letter grade. The contract completion date must be within the semester following receipt of the "I".

GRADE POINT AVERAGE

The GPA is the most important example of a student's academic progress. The computation of a GPA is shown below as an example to simplify the average. It is determined by dividing the total number of grade points earned by the total number of semester hours attempted, excluding I, W, CE, S, U, and AU grades. The cumulative GPA is based on all grades while a student is enrolled in a curriculum. The current GPA is an indication of one semester of work in a curriculum.

EXAMPLE OF COMPUTING THE GPA

Course	Grade	Credit Hrs. Attempted	GP per Credit Hour		Grade Points Earned	
ENG 111	A	3	x4	=	12	
ACC 120	B	4	x3	=	12	
CIS 115	C	3	x2	=	6	
BIO 163	D	5	x1	=	5	
		<hr/> 15			<hr/> 35	
<u>Grade Points</u>		=	GPA	<u>35</u>	=	2.33
Hours Attempted				15		

CLASS ATTENDANCE POLICY

Absences are a serious deterrent to good scholarship; it is impossible to receive instruction, obtain knowledge or gain skills when absent. Although there are numerous reasons for absences such as personal illness, death in the family, work conflicts, or unexpected emergencies, all absences will be counted in the 30% maximum. A student, who, during a semester, incurs in any course an absence in excess of thirty percent (30%) of the class hours for that course may be dropped from the course (without credit).

Absences may be considered legitimate and eligible for makeup at the discretion of the instructor. The student is responsible for seeing the instructor, giving the reason for the absences, and requesting a make-up assignment. This is to include students on rotating shift work schedules.

An instructor may refuse admission to class to any student who arrives more than ten minutes late to a class. One-half day's absence will be counted if a student leaves thirty minutes or more early.

The student may appeal any decision under these policies to the Due Process Committee.

ACADEMIC PROGRESS

The following cumulative grade point averages are the minimums which must be attained in order for a student to make reasonable progress toward graduation. A 2.00 grade average is required for graduation.

ASSOCIATE DEGREE PROGRAMS

Cumulative Semester Hours	Minimum Grade Point Average
1-18	1.40
19-36	1.60
37-45	1.80
over 45	2.00

DIPLOMA PROGRAMS

1-18	1.60
19-30	1.80
over 30	2.00

CERTIFICATE PROGRAMS

Students enrolled in certificate programs must maintain a 2.0 cumulative GPA to achieve satisfactory academic progress.

Any student who falls below the specified minimum at the end of any semester will be placed on academic probation for the following semester.* To be removed from probation the student must attain the appropriate minimum grade point average by the end of the probation semester; otherwise, the student will be suspended from that program for at least one semester.

Re-entry in cases of suspended students is handled on an individual basis. Suspended students should contact the Dean of Enrollment Management prior to re-enrolling.

The privilege of appeal is provided to the suspended student. The student is required to write a letter to the Due Process Committee explaining the appeal and must appear before the Committee in person should the Committee so desire. The appeal may be carried to the Board of Trustees at the student's request.

*In the Radiography program, every major specialty course must be passed each semester before the student can enroll for the following semester. In the ADN (Registered Nursing) and Practical Nursing programs, a grade of C must be made on every major specialty course each semester before the student can enroll for the following semester. Students in these programs who are academically ineligible to enroll for the following semester may reapply for admission. ADN and Practical Nursing students may be re-accepted only once. ADN students must earn a minimum grade of C on all Biology courses.

COURSE REPEAT REGULATIONS

A student may repeat a course taken for credit or audit. A course may be taken a total of three (3) times for credit and/or audit. The appropriate academic dean must justify, in writing, any exception to this policy. The written justification will be placed in the student's academic file in Student Services. Repeated courses will appear on the student's transcript. Each grade will be shown on the transcript, but only the last grade (*excluding audits*) will be computed into the cumulative grade point average.

[Students *accepted* into certain curriculum programs—such as Associate Degree Nursing, Practical Nursing, and Radiography — are precluded from repeating some courses. Regulations are stated in their program application materials.]

AUDIT STUDENTS

A student may elect to audit a course or courses. Those auditing receive no credit and do not have to take any examinations; otherwise participation in class is on the same basis as a credit student. The fee for auditing is the same as the fee for credit. By completing the appropriate form in Student Services and notifying the appropriate instructor, a student may change a course classification from credit to audit until the last three weeks of the semester in which he/she is enrolled in the course. Students may change from audit to credit classification for an enrolled course during the add period only.

COURSE SUBSTITUTIONS

Courses may be substituted with approval of the advisor, dean, or registrar.

CREDIT HOURS, CONTACT HOURS, AND COURSE LOAD

Each course listed is followed by a notation on the number of semester hours credit it carries. 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 (1) semester hour credit is given for each hour of class per week, for each two hours of laboratory or shop per week.

Contact hours are the number of actual clock hours a student is in attendance during one week.

Students enrolled for 12 or more credit hours are classified as full-time students. Students enrolled in less than 12 credit hours are classified as part-time.

THE OFFICIAL ACADEMIC RECORD (TRANSCRIPT)

A transcript of grades earned each semester is available in Student Services.

An official record of all the student's courses, credits, grades, current and cumulative Grade Point Average (transcript) is available at all times in Student Services. The record may also help determine eligibility for any club activity or club membership that requires specific scholastic standards. Copies of the official record are available to the student upon written request — at no charge.

Records of Progress are kept by Cleveland Community College on all students — including veterans. Progress records are furnished to students (including veterans) at the end of each semester.

POLICY ON RETENTION AND DISPOSAL OF CURRICULUM RECORDS

The retention and disposal of students' records at Cleveland Community College complies with the General Statutes of North Carolina as well as the North Carolina Community College System guidelines. Official transcripts are secured and kept permanently in Student Services. Other materials such as registration forms, high school and other college transcripts are destroyed after five years.

RELEASE OF INFORMATION FROM OFFICIAL STUDENT RECORDS

The College recognizes the responsibility for maintaining records for each student to preserve authentic evidence of the events and actions that are important and can contribute to the efforts to educate the student and to facilitate the achievement of the educational goals of the College. The following general principles and procedures govern the release of information from student official records:

1. Written consent from the student is required before a transcript or information may be released from the official, academic record. Exceptions are:
 - a. The Dean of Enrollment Management may release information from official records including reports of academic directory information from student records which include the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially

- recognized activities and sports, dates of enrollment, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
- b. The Dean of Enrollment Management may release information pertaining to honor achievements for publications.
 2. A hold may be applied to the release of a transcript or other information requested from an official record, for a student who has an overdue indebtedness to the College. Such a student continues to have the right to see the official record upon request.
 3. The use and release of information from student official records will be determined as outlined above and in compliance with state and federal legislation relating to such records. Action in situations that may not have been anticipated and/or defined above will at all times be based upon the best knowledge available to the professional staff of the College.

ADVANCED PLACEMENT

Students who have taken advanced placement courses in high school and have made satisfactory scores on the College Board Advanced Placement Examination may receive credit for comparable courses at Cleveland Community College. Students who wish to receive credit for advanced placement courses should contact the Dean of Enrollment Management.

CREDIT BY EXAMINATION

A student may be allowed credit toward graduation for past schooling, work, or military experience through proficiency examinations. The student should confer with the appropriate Academic Dean for qualifications for these provisions and to be informed of the procedure to follow.

A grade symbol of CE (credit by examination) will be awarded for courses for which credit is given on the basis of proficiency examination. The course hours for such courses posted as CE will be computed toward graduation requirements but not for the computation of Honors, nor for computation of overall GPA.

CREDIT FOR EXPERIENTIAL LEARNING

Cleveland Community College endorses the concept of credit for experiential learning in recognition of valid learning experiences to areas which are applicable to the degree/diploma program being completed. Credit is not extended automatically.

To receive credit for experiential learning, a student must submit to the Registrar/Dean a typed summary of experiences learned, proof that the experience did occur and demonstrate skills learned (if requested). The Registrar, after consultation with the Dean, may grant full credit for a comparable course(s) as a transfer course(s.)

The student will receive hours earned on the official transcript—but no grade. The hours will be computed towards graduation requirements but not for the computation of honors nor the overall GPA. There is no charge for receiving this credit.

HONORS PROGRAM

Cleveland Community College is one of the few North Carolina Community Colleges to offer academically advanced students an Honors Program. Upon faculty recommendation, students of exceptional academic accomplishments or promise are invited to enter. Those who do so face challenges designed to test and develop their skills in ways not ordinarily available. Through faculty mentoring and special Honors courses, these students enjoy a special learning community. The rewards of participation are many: enhanced self-esteem, collegial development among peers, and a competitive edge when leaving the College. The Honors Program is open to students in all academic programs.

COOPERATIVE EDUCATION

Cooperative Education (Co-op) is designed to give students enrolled in many programs within the College a chance to work on a job while completing their degrees. This combination of classroom instruction with practical/related work experience provides numerous benefits to participating students.

Eligibility. Any full-time students who are enrolled in programs offering Co-op for academic credit and who have earned a minimum of 12 hours toward their degree requirements are eligible to participate, if they meet the following conditions:

1. Approval of instructor coordinator
2. Have a minimum 2.0 GPA
3. Approval from program director

Academic Credit. Credit hours for cooperative education work periods are determined by dividing the average number of hours worked per week by 10 and rounding to the nearest whole number. Co-op students may earn from two to twelve semester hours of Co-op credit toward their degree requirements. (See individual curriculum programs for number of elective hours available.)

DROP/WITHDRAWAL

Students may drop a course prior to the 20% point of the course. The course is deleted from the student's official transcript. Official drops must be processed through Student Services.

Students desiring to withdraw from a course after the 20% point should contact Student Services to complete necessary forms. Withdrawal with a grade W will be allowed after the 20% point of the course and before the last three weeks of the semester.

Students who stop attending a course(s) or whose absences exceed the allowed maximum during the last three weeks of the term will receive a grade for the course.

TRANSFER CREDIT TO CLEVELAND COMMUNITY COLLEGE

Cleveland Community College permits admission with transfer credit for students from member institutions of the North Carolina Department of Community Colleges and other accredited institutions. Students must have official transcripts sent to Cleveland for evaluation prior to the end of the first semester in which they are enrolled. Courses accepted for transfer credit must closely parallel those for which credit is sought at the College. Evaluation is made by the Registrar and appropriate Academic Dean. Grades and quality points do not transfer. Credit is given to accepted courses in which a C or better was made.

For program completion in associate degree, diploma and certificate programs, at least 25% of the required hours for graduation must be earned at Cleveland.

NOTIFICATION OF TRANSFER CREDIT

All transfer students will receive, prior to the completion of their first semester, an "Evaluation of Transfer Credit" form denoting hours and courses accepted for transfer credit.

CLEP

Credit may be allowed for up to 32 semester hours of college work based on appropriate scores on the CLEP General Examinations when appropriate to the student's program of study. CLEP subject examinations are evaluated individually if appropriate to the program of study.

MILITARY EXPERIENCE

Military training and experience may earn semester hour credit as determined by the Registrar and appropriate Dean. Course credit will be given if the learning experience or training closely resembles the student's program of study.

SERVICEMEMBERS OPPORTUNITY COLLEGES

Cleveland Community College has been designated as a member of the Servicemembers Opportunity Colleges (SOC) General Registry—a network of institutions sponsored by the American Association of Community Colleges. Servicemembers are encouraged to take college level courses offered by accredited institutions and made available to military personnel through SOC. Records are evaluated, files are retained, counseling is provided, and recognition is given for learning through noninstitutional sources when appropriate. Transcripts must be sent to the Dean of Enrollment Management directly from the institution offering the course.

TRANSFER OF CREDIT FROM A.A. AND A.S. DEGREE PROGRAMS TO OTHER COLLEGES AND UNIVERSITIES

A student who desires to transfer course work from Cleveland Community College's A.A. and A.S. degree programs to a four-year college or university should contact a transfer counselor in Student Services. The counselor will assist the student in the transfer process. Four-year college and university academic bulletins and transfer agreements are on file in Student Services.

TRANSFER CREDIT TO OTHER COLLEGES FROM TECHNICAL AND GENERAL EDUCATION PROGRAMS

Even though the technical degree programs are not planned as transfer programs, an increasing number of schools and colleges are accepting, for credit toward the bachelor's degree, courses completed in a technical program or in the general education program at Cleveland Community College. Most of these colleges consider each applicant's record individually, and the courses for which credit is sought must be similar to the course(s) offered by that institution. Some colleges give credit on the basis of examinations. Many colleges give full credit for the Associate in Applied Science degree or Associate in General Education degree toward a Bachelor of Arts, Bachelor of Science, or Bachelor of Technology.

Some colleges will consider some transfer courses on an individual evaluation basis. Any student interested in pursuing that possibility

should talk with the department chairman of the planned major field at the particular college to which transfer is desired.

TRANSFER RESPONSIBILITY

The College will cooperate with each student in planning a transfer program. However, it is the responsibility of the student to determine what courses and credit will transfer to the receiving institution.

The acceptance of courses taken at Cleveland Community College is determined solely by the institution to which the student transfers.

The student planning to transfer will have less difficulty if he/she will follow these steps:

1. Decide early which senior college to attend. Contact the college/university for recommendations concerning appropriate courses.
2. Obtain a current copy of the catalog of that college and study its entrance requirements and general education courses.
3. Confer with a transfer counselor in Student Services and with your academic advisor.
4. Complete a transcript release form in Student Services.

Changes in the student's major field of study or in the choice of a senior institution may result in transfer problems. Such changes should be made only after careful consultation with an advisor and Student Services counselor.

TRANSFER OF CREDIT WITHIN CLEVELAND COMMUNITY COLLEGE

Credit earned in any institutional degree program may be credited toward another degree or diploma program upon evaluation by the Dean of Enrollment Management. Credits earned in a diploma program are not transferable to an associate degree program but may be credited toward a second diploma major. If graduation requirements change during the time a student is enrolled, the student may elect to satisfy the requirements in effect at the time of the original enrollment or the new requirements.

Any student who is currently enrolled or has graduated from a curriculum program of the College and wishes to transfer to another curriculum program must follow these procedures:

1. Go to Student Services and update his/her application on file, stating the new curriculum and semester of entrance.
2. Complete an application update form in Student Services.
3. Meet the admission requirements for the desired program as stated in the College catalog.

Applicants will receive notification of admission by letter from the Director of Admissions along with an "Evaluation of Transfer Credit" form from Dean of Enrollment Management denoting hours for which credit will be given.

REGISTRATION

At registration, students will be assigned class schedules, pay fees, and purchase books. Each student is expected to register and begin classes on schedule. A student is not registered and cannot attend classes until tuition and fees are paid in the Business Office.

GRADUATION HONORS

To graduate with High Honors a student must earn a GPA of 3.8 - 4.0 in courses presented for graduation. To graduate with Honors a student must earn a GPA of 3.5 - 3.79 in all courses presented for graduation. To qualify for either honor, a student must not have received any grade lower than a C in the program being completed. If a student made a D or F in a course that was later repeated, the student is disqualified from graduating with honors.

REQUIREMENTS FOR GRADUATION

The following are established as minimum requirements for graduation from curriculum programs.

1. Complete course requirements outlined by the curriculum pursued and earn at least a 2.0 GPA in courses presented for graduation. Students may graduate under the program requirements in effect at the time the student declared the major or under the current program requirements at the time of graduation.
2. Complete 64-65 credit hours for the Associate in Arts, Associate in Science, or Associate in General Education degree, 64-76 credit hours for the Associate in Applied Science degree, 36-48 credit hours for a diploma, and 12-18 credit hours for a certificate. At least 25% of the hours presented for graduation from Associate degree, diploma, or certificate programs must have been earned at Cleveland Community College.
3. Meet with assigned faculty advisor no later than the third (3rd) week of the semester in which graduation requirements are expected to be completed. Complete a graduation application, and submit it to the Registrar. The Registrar will make a complete check of the student's record and either notify the student that everything is in order or notify the student's academic advisor everything is not in order.

4. A graduation fee is to be paid by the student before receiving a degree, diploma, or certificate.
5. Fulfill all financial obligations to the College and secure clearance from the Library.
6. Purchase cap, gown, and invitations in the College store.
7. Complete evaluation forms.
8. Be present for graduation exercises. Exceptions to this requirement, in case of unavoidable absences, may only be granted by the Vice President for Student Services.



STUDENT SERVICES

The *purpose* of Student Services at Cleveland Community College is to support the instructional programs and to promote total student development by offering a variety of services for students.

The basic *objectives* of Student Services:

1. To interpret the College's objectives, policies and procedures to prospective and enrolled students.
2. To assist the students in selecting, entering, progressing, and completing a program of study.
3. To provide a professional, competent, staff to assist students with academic, vocational, and personal problems.
4. To record, maintain, and make available to proper persons, information regarding students.
5. To provide for the continuous evaluation and improvement of all Student Services.
6. To provide the following student services' functions to best support and contribute to the total student personnel program: recruitment, admissions, registration, orientation, career guidance and counseling, academic placement testing, academic/personal counseling, financial aid and veterans' affairs, alumni activities, health information, student activities, foreign students and college transfer information, disabled student assistance, job placement services, and maintenance and security of student records.

GENERAL INFORMATION

Student Services is generally open from 8:00 AM to 8:00 PM Monday through Thursday and from 8:00 AM to 4:00 PM on Fridays. Services are offered to all day and night, part-time and full-time students. A full program of student activities is offered. All students (including those off-campus) are encouraged to participate in all appropriate services.

STUDENT'S ROLE AND PARTICIPATION IN INSTITUTIONAL DECISION-MAKING

All students are members of the Student Government Association. The president of the Student Government Association represents the student body on the Board of Trustees of the College as a non-voting member. The Student Government Association president is encouraged to offer comments and suggestions to the Board on

institutional decision making. The Student Government Association president is also a member of the College Admissions Committee.

Students are also represented on other College committees, organizations, and clubs, such as:

Due Process Committee

Financial Aid Committee

Library Advisory Committee

Student Clubs

ACADEMIC ADVISING AND COUNSELING

Counselors are available in Student Services to assist all students with educational and vocational problems and concerns. Students are assigned academic advisors to assist in planning academic programs and in developing the course schedule each semester. Students in need of personal counseling will be referred to appropriate agencies.

ACADEMIC SUPPORT CENTER

The Academic Support Center is provided by the college to help each student successfully complete a program of instruction suited to his or her ability level and career goals. The Center provides services for students in two main areas, making informed career choices, and achieving the skills necessary to meet their academic and career goals. All students, employees, and residents of Cleveland County may find assistance in choosing a suitable career by making an appointment for career testing and guidance to determine interest and aptitude for a variety of careers. The career services are free. All students of the college can receive help in the Academic Support Center by academic placement testing to ensure correct placement in college courses, and by taking pre-curriculum courses to help acquire the skills necessary to enter college level courses. The Center also may provide individual help for students needing additional instructional support. In addition to the services described above, the Center maintains a multi-media computer lab providing alternate delivery methods of testing and instruction.

JOB PLACEMENT

Cleveland Community College maintains a placement service to help interested students and alumni find employment. Cleveland Community College and the North Carolina Employment Security Commission (Shelby) participate in a cooperative agreement whereby an ESC representative maintains an office in the Academic Support

Center. The ESC representative is responsible for helping students find part-time and full-time employment.

STUDENT HOUSING

The College does not have dormitory accommodations available. Any student who needs to locate housing in Shelby should contact the local Chamber of Commerce who will provide a list of local realtors, a local map and other newcomer information.

ORIENTATION

All part-time and full-time new students and families are strongly encouraged to participate in a free orientation program each semester in order to promote adjustment to the educational programs and services of the College.

ALUMNI ASSOCIATION

Each Cleveland Community College student receiving a degree, diploma or certificate is considered a member of the Alumni Association. The aim of the association is to keep former students informed of and involved in the College's growth, activities, and services. Alumni are encouraged to take advantage of job placement services. The Student Government Association Director is sponsor for the Alumni Association.

STUDENT HEALTH

The College does not provide medical, hospital, or surgical services nor does the College assume responsibility for injuries incurred by accidents when taking part in intramural sports, class or student activities. Medical services are available at the emergency room of Cleveland Regional Medical Center. A doctor is on duty 24 hours a day in the emergency room. A first-aid kit is available at the visitor reception area. Student Services provides programs on health education to interested students and staff. The College certifies and promotes a drug-free workplace and adheres to a communicable disease policy. Smoking is not allowed in any campus building.

STUDENT ACTIVITIES

Cleveland Community College is interested in developing students to their fullest potential. The College strives to offer the utmost in academics as well as social, cultural and physical activities to help build a well-rounded person. Student activities offer every student an opportunity to make new friends and to help the academic

community at large. All student activities are assisted and supported by the Student Government Association.

The Snack Bar/Student Lounge is open from 7:00 a.m. - 1:30 p.m. and 2:30 p.m. - 9:00 p.m. Monday - Thursday, and Friday 7:00 a.m. - 2:00 p.m. The Student Government Association and Gamma Beta Phi offices, and student showers and lockers are located in the Student Activities Center. The gymnasium and athletic fields are available for College courses and organized college events.

A number of clubs have been organized, and faculty and staff serve as advisors. No student will be excluded from membership in an organization because of race, creed, religion, sex, age, color, disability, or national origin. Cultural activities and other special events such as "Spring Fest, Fall Fling, Halloween Contest, Receptions, Intramural Softball Games, Intramural Volleyball and Basketball games" are sponsored periodically by the SGA for the enjoyment of all Cleveland Community College students. Students interested in forming new organizations should consult the SGA President and SGA advisor for assistance.

The Director of the Student Government Association is responsible for supervising the student activities program. Initial requests and plans may come from the student body through the Student Government Association. Every effort is made, within the limited scope of financing and facilities, to conduct a comprehensive program of activities. Clubs and organizations are free to operate their organizations as they choose within the legal framework of college rules, and local and state laws. The SGA budget must be approved by the SGA President and college administration.

ATHLETICS AND SPORTS

Intramural sports are encouraged and are periodically provided for students by the Student Government Association. These include basketball, softball, volleyball, tennis, and horseshoes. The College does not participate in intercollegiate sports.

STUDENT PUBLICATIONS

Cleveland Community College encourages students to participate in the production of student publications. The College supports the student's right to express himself/herself through journalist endeavors which can contribute to an atmosphere of responsible discussion. Roles of student publications are to allow for student expression regarding the College — its mission, policies, programs, services, faculty, staff, facilities, student activities and events — and to keep students abreast of current events, rules, regulations.

Cleveland Links – A student newsletter that is published monthly by the Student Government Association.

STUDENT CLUBS

Student clubs may be organized with the approval of the SGA and the Vice President for Student Services. These may be related to the vocational goals of the students or may serve as civic organizations or special interest areas of the students.

Gamma Beta Phi Honor Society is a national honor and service organization which emphasizes service, character, and scholarship. Memberships, based on a 3.50 grade point average and completion of 15 semester hours, are extended twice a year.

Phi Beta Lambda is a national organization for students in the business curriculums. The purpose of PBL is to develop vocational competencies for business occupations.

Slightly Off Center Stage Players is made up of those students interested in dramatic productions.

Black Awareness Club promotes knowledge and appreciation of black history.

Criminal Justice Club promotes a better understanding of the criminal justice system through service and education and bridges the gap between the community and the system.

Media in Motion Club fosters interest and enthusiasm in the field of Broadcasting Production Technology by providing professional and educational activities for its members.

Lamplighters is a club that promotes the high standards and ideals of the nursing profession.

Rotaract Club is a co-ed organization whose members engage in community and international service projects. The club is sponsored by the Shelby Rotary Club.

Mu Epsilon Delta is comprised of students within the Office Systems Technology-Medical Curriculum. The club's purpose is to broaden the students' awareness and interest in the medical environment by engaging in educational and civic projects.

Students in Free Enterprise is a club which promotes a better understanding of and a greater appreciation for the free enterprise system. The club sponsors community projects which are presented at regional and national competitions.

Baptist Student Union is an organization set up to provide Christian fellowship among students.

SNACK BAR/STUDENT LOUNGE

A variety of hot and cold foods is available in the campus Snack Bar/Student Lounge. Hours of operation are from 7:00 a.m. - 1:30 p.m. and 2:30 p.m. - 9:00 p.m. Monday - Thursday, and Friday 7:00 a.m. - 1:00 p.m.

STUDENT GOVERNMENT ASSOCIATION

All students are members of the Student Government Association. The Student Government Association at Cleveland Community College takes an active part in life at the college. The purpose of this organization is:

1. To represent the individual thinking, the integrity, the ideas, and the interests of the students within Cleveland Community College.
2. To encourage cooperation among students, faculty, and administration.
3. To sponsor activities or endeavors that will be of benefit to the student body and Cleveland Community College.
4. To do all things necessary to promote the welfare of the student body.

Officers of the Cleveland Community College SGA may attend the North Carolina Comprehensive Community College Student Government Association meetings. This enables the students to meet new people and exchange ideas from different colleges for the enhancement of their respective organizations. The *SGA Constitution and By-Laws* are available in Student Services.

STUDENT BEHAVIOR

Student Rights and Responsibilities

The rights of students as citizens are acknowledged and reaffirmed. The College recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, the College recognizes, declares, and vests certain rights in each student enrolled at the College.

Students are responsible for reading and understanding the College *Academic Bulletin and Student Handbook*. Students are responsible for acting as responsible adults, for proper completion of their academic programs, for familiarity with all requirements of the curriculums from which they intend to graduate, for maintaining the grade average required, for knowing their academic standing, and for meeting all other degree requirements. Their advisors will

counsel them, but the final responsibility remains with the student. Students are required to keep Student Services up to date on their current addresses, telephone numbers, and name changes.

Student Code of Conduct And Jurisdiction Of Judicial Bodies Disciplinary Responsibilities Of College Officials, Disciplinary Procedures, And Appeal

It is expected that students will conduct themselves as responsible adults at all times. The College has an inherent responsibility to maintain order on its campus; therefore, students may be suspended or dismissed by the appropriate Vice President for behavior deemed incompatible with the mission, the regulation or responsibility of the College. Disruptive classroom behavior, destruction of school property, stealing, cheating, plagiarizing, gambling, use of profane language, engaging in personal combat, possession of dangerous weapons, or the possession and/or use of alcoholic beverages and/or the use of any drug as defined under the North Carolina Controlled Substance Act. G.S. 90-89 through G.S. 90-94 in or on any part of the Cleveland Community College campus or at any off-campus official student-related activity will not be tolerated. Any violation of these regulations will result in expulsion from the College. In addition, any infraction which is a violation of North Carolina law will be turned over to local authorities. Students who believe their rights have been violated may appeal using Due Process.

STUDENTS OF THE SEMESTER

Each Fall and Spring semester the faculty selects one outstanding student as the "Student of the Semester" for each academic division. These students receive a certificate, and local newspapers publish their pictures.

DEAN'S AND PRESIDENT'S LISTS

Students who receive a 4.0 grade point average at the end of either the Fall or Spring semester and are enrolled full-time will be on the President's List for that semester. Students who receive a 3.5 to 3.99 grade point average at the end of the semester and are enrolled full-time will be on the Dean's List for that semester.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

Each academic year, the faculty selects students for inclusion in the nationally-recognized program, *Who's Who Among Students in American Junior Colleges*. These students are selected because of their outstanding performance in academics, extracurricular activities, or community service.

OUTSTANDING GRADUATE AWARDS

These awards are made to graduating students who have distinguished themselves by being most outstanding in terms of scholastic achievement, performance and maturity of purpose during the program of instruction at the College. Students may be recognized for each degree, diploma, or certificate program.

ALL-USA COMMUNITY AND JUNIOR COLLEGE ACADEMIC TEAM

Each Fall semester, two students are selected as nominees to the ALL-USA Community and Junior College Team. Students who are selected must be in the second year of a degree program, must excel academically and must be involved in extracurricular or community activities. Phi Theta Kappa, *USA Today* and the American Association of Community Colleges are cosponsors of the All-USA Academic Team.



FINANCIAL INFORMATION

Cleveland Community College operates on the semester system. Each semester is sixteen weeks in length. Students pursuing a program of study are required to register and pay all fees at the beginning of each semester. A student is not registered until tuition and fees are paid in the Business Office. Every effort is made to keep the student's expenses at a minimum. Tuition cost is set by the State Board of Community Colleges and is subject to change.

TUITION

Current rates for all college transfer, general education, technical or vocational curriculum students. These charges are subject to change.*

North Carolina Students:

14 or more credit hours	280.00
Less than 14 credit hours	(per semester hour) 20.00

Out-of-State Students:

14 or more credit hours	2282.00
Less than 14 credit hours	(per semester hour) 163.00

*If accident insurance is desired, contact the Division of Business Affairs for up-to-date information.

FINANCIAL RESPONSIBILITY

Students are not permitted to default in the payment of fees, fines, loans, or other financial obligations due the school. All tuition, fees, and other expenses must be paid prior to entering class. Any deviation from this policy must be approved by the President of the College.

RESIDENCE STATUS FOR TUITION PAYMENT

Contact the Director of Admissions regarding the requirements for residence status for tuition payments.

COLLEGE STORE

A student is required to buy the necessary textbooks and supplies. An average cost of books will vary from \$100 to \$300 per semester, depending on the curriculum and number of courses taken. Books and supplies are sold during regular college store hours.

STUDENT INSURANCE

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions will be taken to insure safety, it is felt to be in the best interest of all students to provide some measure of insurance protection.

A group policy is available through the Business Office. The cost of the insurance is approximately \$10.00 per year. If students are not already covered by accident insurance we strongly recommend this policy to them.

Any accident, regardless of how minor it may be, must be reported to the instructor in the area. The policy is limited to coverage, both in the time period covered and the amounts provided for each accident. Information concerning the policy and coverage is distributed during each registration period and is also available in the Business Office.

Personal liability insurance is required of all Practical Nursing, ADN and Radiologic Technology students and is strongly recommended for all students in physical education classes. The cost of coverage is \$15.00 per year.

GRADUATION FEE

All students eligible to graduate from all programs will be required to pay a graduation fee prior to graduation.

STUDENT ACTIVITY FEE

All students enrolled for seven or more credit hours are required to pay a student activity fee of \$14.00 for each Fall and Spring semesters. Students enrolled for less than seven credit hours will pay a student activity fee of \$8.00. These fees are subject to change. The Student Government Association budgets this money yearly with the approval of the Administration. Included in the budgeting are the following items: Fall and spring festivals, SGA dues and conventions, ID cards, parking decals, and other student related activities. Student Activity Fees are not refundable.

TUITION REFUNDS

A refund shall not be made except under the following circumstances:

- A. *75 percent* refund may be made upon request of the student if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the class(es) or the 20 percent point of the semester if the student officially withdraws from the college. *At the time the student officially withdraws under this policy, the college shall notify the student of the right to receive the refund. Requests for refunds will not be considered after the 20 percent point.*
- B. For classes beginning at times other than at the beginning of the semester, the same provisions set fourth in Part (1) (A) of this paragraph apply. For contact hour classes 10 calendar days from the first day of the class(es) is the determination date.
- C. A pre-registered curriculum student who officially withdraws from the college prior to the first day of the college's academic semester will be eligible for a 100 percent tuition refund, if requested.
- D. A pre-registered student who officially withdraws from a curriculum class prior to the day the class begins will be eligible for a 100 percent tuition refund, if requested.

Reminder: Since a curriculum student is charged hour for hour up to 14 credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than 14. This policy is subject to change.

PARKING (MOTOR VEHICLE AND TRAFFIC REGULATIONS FOR CLEVELAND COMMUNITY COLLEGE)

I. General Information

The control and enforcement of motor vehicle conduct is necessary both for the safety of the individual and the efficient operation of Cleveland Community College.

- A. In the following information the term campus shall refer to that property operated by Cleveland Community College and those other properties when used by Cleveland for educational purposes.
- B. The term motor vehicle shall include all vehicles which are covered by the motor vehicle laws of North Carolina.
- C. No student with an outstanding traffic infraction may receive end-of-semester grades until receiving clearance from the Campus Security Committee and paying all fines.

D. Student parking is in the large lot on the fairground side of the campus.

II. Registration of Vehicles

- A. All faculty, staff and students, part-time and full-time, shall be required to have their vehicle or vehicles registered by the Business Office and to affix an appropriate decal on the driver's side of the rear window (inside). There shall be no charge to register vehicles.
- B. Campus visitors, law enforcement vehicles, and service vehicles are specifically exempted from registering their vehicles. However they are expected to obey all other regulations.

III.Regulations

- A. It shall be the responsibility of the Campus Security Committee to recommend traffic regulations to the President of the College for presentation to the Board of Trustees for approval.
- B. Enforcement of regulations shall be administered by the Campus Security Committee.
- C. Those students assessed fines shall pay those to the Campus Business Office. (For redress, see part IV.)
- D. The following shall be considered violations of campus motor vehicle regulations and the corresponding fine:
 - 1. Vehicle showing no registration \$5.00
 - 2. Parking in improper area 3.00
 - 3. Parking by backing vehicle into area 1.00
 - 4. Double parking or blocking a legally parked vehicle 3.00
 - 5. Speeding in excess of 10 m.p.h. 3.00
 - 6. Failure to yield right-of-way to pedestrian 3.00
 - 7. Reckless driving 5.00
- E. This College reserves the right to remove any illegally parked vehicle by a College vehicle, privately owned wrecker, or other means. The violator shall be responsible for any tow charge in addition to the violation fee.
- F. The registered operator is responsible for the use of the vehicle.

IV.Redress

- A. A committee shall be made to exist which will be known as the Campus Security and Traffic Committee.
- B. It shall be the responsibility of this committee to determine final disposition of fines for which anyone may feel that he/she was unnecessarily charged.

C. This committee shall be composed of the following:

1. One member of the Campus Security Committee, not the chairman.
2. One member of the Campus Safety Committee, not the chairman.
3. One member of the Student Government Association, not the president.

V. The Campus Security Committee shall have power to recommend changes in the above regulations provided the change is properly communicated to the administration, faculty, staff, and students of Cleveland Community College.

FINANCIAL AID INFORMATION

The fundamental process of the Financial Aid Program at Cleveland Community College is to provide financial assistance, based on financial need, to students who normally could not attend post-secondary school without aid. Financial aid at Cleveland is based on a needs analysis. The needs analysis form used by Cleveland is the Free Application for Federal Student Aid. This form, located in the Financial Aid Office, or on the internet at www.fafsa.ed.gov, must be completed by students applying for financial aid. For aid other than the Pell Grant, additional forms may be required.

In accordance with the Omnibus Drug Initiative Act of 1988, as a precondition to receive federally funded financial aid (e.g., Pell Grant, Campus Based Programs), each student receiving assistance must certify that he or she will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of enrollment covered by a grant. If convicted of a drug related Federal or State offense, the institution must withhold any further Title IV payments to the student until determined by the appropriate authority is made regarding fraud on the part of the student.

- Financial aid at Cleveland Community College consists of scholarships, grants and work study or any combination of these as determined by the Financial Aid Office.
- The student or family of the student has the primary responsibility for post-secondary educational cost. Financial aid awarded by the College is based on the need of the student to supplement the family or student contributions.
- Recipients of financial aid who withdraw from the College must personally notify the Financial Aid Office of this action. Also, any changes in name, marital status, address, academic

program, or enrollment status must be reported to the Financial Aid Office.

- The primary purpose of financial aid is to assist the student in receiving an education. To be assured of continued financial aid, students must maintain “satisfactory progress” in accordance with the College’s grading policy, listed in the catalog under “Academic Progress”.
- Any commitment of federal funds (Pell Grant, SEOG, CWS, NCSIG) is tentative and contingent upon subsequent Congressional appropriation and actual receipt of funds by the College.
- The Financial Aid Office reserves the right, on behalf of the College, to review and adjust or cancel an award any time there is indication of changes in financial status, academic program, good academic standing, or failure to observe reasonable standards of conduct.
- Recipients of financial aid from the College are to notify the Financial Aid Office of any other financial aid extended to them from sources outside the College prior to acceptance of outside aid.
- Most awards are based on **full-time attendance**. Some funds may be paid for 1/2 or 3/4 time but may be reduced proportionately. **College Transfer and Technical students** are required 12 or more credit hours for full-time status; 3/4 time is 9 to 11 credit hours, and 1/2 time is 6 to 8 credit hours. No awards are made for less than 1/2 time. **Vocational classes are subject to Title IV credit hour conversion which means, attendance is based on contact hours instead of credit hours:** Full-time is 23 or more contact hours, 3/4 time is 17-22 contact hours, and 1/2 time is 12-16 contact hours.

APPLICATION PROCESS

There are several ways to apply for financial aid at Cleveland Community College. The Free Application for Student Aid (FAFSA) can be obtained through the Internet. The web address is www.fafsa.ed.gov. From the web site a student just follows the simple instructions to apply for financial aid electronically. The FAFSA can also be obtained by picking up a paper application in the Financial Aid Office or in Student Services. This paper application can be completed and mailed from the student’s home or it can be filed electronically by the Financial Aid staff at Cleveland. All students shall apply for the Pell Grant if they wish to be considered for other federal, state, or institutional financial aid that is based on need.

Students are encouraged to complete the application process as soon as income taxes and reports are filed or the source of income has been verified. In addition to verification of income, whether taxable or non-taxable, students will be requested to verify or document federal income taxes paid, number in household, number attending post-secondary institutions. Students should submit the Student Aid application on or before the first of July to insure completion of the application process prior to Fall Semester. Students completing the Student Aid application on the day of registration are not awarded their grant until the application process is complete.

SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID

Introduction

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of “**Satisfactory Progress**” for students receiving financial aid. For the purpose of maintaining a consistent policy for all students receiving financial aid administered by the College’s Financial Aid Office, these standards are applicable to all financial aid programs including all Federally sponsored Title IV programs. These standards may be amended to comply with federal regulations, Institution, and program requirements as applicable.

Satisfactory Progress Defined

To initially receive or continue to receive financial aid, a student must demonstrate BOTH A QUALITATIVE AND QUANTITATIVE STANDARD OF satisfactory progress as defined below:

1. Satisfactory progress for Financial Aid at Cleveland Community College is defined as any student in good academic standing, not on academic probation, and who has a G.P.A. at or above the required standards as established by the college catalog. (Qualitative)
2. Continuing students applying for financial assistance (Title IV funds) which include (PELL GRANT, SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT, COLLEGE WORK STUDY AND STATE STUDENT INCENTIVE GRANT) will be evaluated each semester to determine, by the Standards of Satisfactory Progress, whether the student has successfully completed the minimum percentage of work toward his/her objective, degree, or certificate. Other students entered during

the same academic year mentioned above will be evaluated by the FAO the entering semester. (Quantitative)

3. The maximum time frame a full-time student would have to complete his/her course should be 150% of normal required time:

3 years or 6 semesters for technical and general education programs and transfer programs; 1-1/2 years or 3 semesters for vocational programs.

A half-time or three-quarter time student must satisfactorily complete the appropriate fractional hours of the maximum time frame established for completion of his/her course work.

Students who CHANGE FROM ONE CURRICULUM PROGRAM TO ANOTHER are subject to the maximum time frame mentioned in the above paragraph.

4. Students registered under the Special Credit Programs are NOT ELIGIBLE FOR THE TITLE IV PROGRAM.

If a curriculum student is placed on academic probation or suspension for the first time and applies for admission as a "new" student in another program, the financial aid award is terminated. The student may reestablish eligibility for the federal student aid funds after attending one or more semesters on their own and removing the academic probation.

Re-entry status is determined by internal evaluation and transfer of credits. After the re-entry semester, the first definition of satisfactory progress applies.

TYPES OF FINANCIAL ASSISTANCE

All Financial Aid programs fall into one of two categories: grants or employment. Grants and scholarships are outright gifts of money and do not have to be repaid. Employment allows the student to work and earn needed money.

Application procedures and eligibility requirements, as stated in the academic bulletin, apply for any program. Students having a four-year degree may apply for any program except Pell Grant and SEOG.

GRANTS

Pell Grant

All financial aid applicants are required to apply for the Pell Grant. The Pell Grant is a federal student aid entitlement program which provides a foundation of financial assistance to which other forms of aid may be added.

The U.S. Department of Education determines the student's eligibility for financial aid based on formula developed annually and reviewed by Congress. This formula is applied consistently to all applicants and takes into account income, assets, family size, etc. The formula uses the information provided on the application to produce an eligibility index number which determines the amount of aid to be received. The Student Aid Report (SAR) will be mailed directly to the student approximately four to six weeks after submitting the written application. The ISIR (Institutional Student Information Record) will be received by Cleveland approximately five to ten days after submission of the electronic application.

Supplemental Education Opportunity Grant (SEOG)

SEOG is also a federal program. However, it is not an entitlement program as is the Pell Grant. Recipients are determined by the Director of Financial Aid who awards the grant according to the exceptional financial need of the student. The amount of the award is determined according to the family income and the family's ability to assist the student, and semester registration.

North Carolina Student Incentive Grant (NCSIG)

These grants are available to legal North Carolina residents who are full-time students in good standing with Cleveland Community College and who have demonstrated need. Amounts are determined by the student's financial need in relation to available resources and the cost of education. Grants may range up to \$2000 per academic year, but may not exceed one-half the cost of unmet need. Repayment is not required.

Job Training Partnership Act (JTPA)

JTPA is a federally funded, skill development program for economically disadvantaged students. Application and recipient selection is processed through the Isothermal Planning Commission.

EMPLOYMENT

College Work-Study Program (CWS)

A work-study program is awarded to students (enrolled at least half-time) demonstrating an unmet need beyond Pell Grant. This program allows students to earn a portion of the cost of their education. Work-study participants will work a supervised schedule, usually 10-15 hours per week. Job descriptions outline the responsibilities of the assigned work-study.

CLEVELAND COMMUNITY COLLEGE FOUNDATION

Scholarships Offered Through the Cleveland Community College Foundation (Applications and recommendations must be submitted to the Financial Aid Office and selection is determined by the Scholarship Committee.)

Established in 1983, the **Cleveland Community College Foundation** is a non-profit, tax exempt organization which provides financial support for educational goals of the College. The Foundation's sole purpose is to foster and promote the growth, progress, and well-being of the College. The Foundation is governed by a volunteer Board of Directors comprised of local community and business leaders. Guidance is provided by the College's Office of Development. In fact, a comprehensive development program is a key component of the Foundation. Through this program, the College receives gifts from friends of the College, corporations and businesses, private foundations, alumni, trustees, Foundation directors, and the college's faculty and staff.

Scholarships offered through the Foundation are classified as endowed and general. Only the income earned on endowed gifts may be used by the College. General scholarships are annual or one time scholarships usually given by civic clubs, service agencies, churches, etc. Examples are Shelby Rotary, Kings Mountain Rotary, DAV, American Business Women's Club, Cleveland County Negro Women's Club, and Cleveland Regional Medical Center Auxiliary. Students interested in general scholarships should contact the appropriate agency. The Financial Aid Office staff and the Foundation staff assist in directing students to these agencies.

CRITERIA FOR SCHOLARSHIPS

Scholarship recipients are expected to be full-time students with financial need and/or academic promise. Applications and recommendations must be submitted to the Financial Aid Office and selection is determined by the Scholarship Committee. The Scholarship Committee selects recipients using criteria based on interest, aptitude, and, if appropriate, need. Students selected for scholarships who withdraw/drop courses must notify the Financial Aid Office. Replacement for the scholarship is at the discretion of the Scholarship Committee and, if appropriate, the College's Foundation. Students wishing more information about scholarships should contact the Financial Aid Office or the Cleveland Community College Foundation Office.

Foundation Endowed Scholarships

The Ruth B. Anthony Memorial provides an annual scholarship for a secretarial science curriculum applicant. Applications must be submitted to the Financial Aid Office by April 1.

The John L. and Margaret S. Fraley Scholarship is awarded annually to two students from business related curricula.

The Sam P. Goforth Memorial provides an annual scholarship for a student enrolled in any curriculum program.

The Dr. Stan Hardin Memorial provides an annual scholarship for a student enrolled in any curriculum program.

The Dr. William D. Simpson Memorial provides an annual scholarship for a student enrolled in either the Practical Nursing Program or the Associate Degree Nursing Program.

The TECH PREP provides an annual scholarship to a tech prep high school graduate enrolled in any curriculum.

The Whisnant Memorial provides an annual scholarship for a student enrolled in any curriculum.

Foundation General Scholarships

The Vision Cable Scholarship is sponsored through a joint effort by Vision Cable of Shelby and the Media in Motion Club of Cleveland Community College. This is a merit based scholarship with nominations coming from the Communications Technology staff who base their nominations on established criteria.

Other Scholarships

Gamma Beta Phi Scholarship — Gamma Beta Phi Honor Society offers a scholarship of one hundred dollars per semester to a worthy student.

NC Community College Scholarship Program — To qualify as a candidate for these scholarships, a student would have to meet the established criteria. A copy of the eligibility criteria is available in the Financial Aid Office.

The Wachovia Technical Scholarship is awarded annually to a student who is enrolled full-time in the second year of a technical curriculum.

The Southern Bell Scholarship is awarded annually to two NC resident students who are enrolled full-time in a course of study leading to a degree or diploma. The recipient must maintain academic progress and continue enrollment at Cleveland Community College. Financial need receives top priority.

Vocational Rehabilitation — Students with mental, physical or emotional handicaps which limit employment opportunities may be

eligible. For information, students should contact the nearest Vocational Rehabilitation Services, Shelby, NC 28150.

The Patsy Ruth Mauney Memorial Scholarship is awarded annually to several students in curriculum programs of study.

Veterans, National Guard and Reserve Programs

N.C. National Guard Tuition Assistance Programs (NCNG) —

Tuition assistance is available for members of the North Carolina National Guard. Applications are available at guard units and the Office of the Adjutant General, P.O. Drawer 2628, Raleigh, NC 27611.

Veteran Benefits — Cleveland Community College is approved for eligible veterans and wives, widows and children of disabled or deceased veterans. Applications may be obtained at the Cleveland Community College Veteran's Office or the nearest county Veterans Office.

Veterans and War Orphans Grant — These grants are available to immediate family members of deceased or disabled veterans (service connected). Families of POW's and MIA's classified as such for ninety days are eligible. Students should contact: Division of Veterans Affairs, P.O. Box 26206, Raleigh, NC 27611.

North Carolina Reservist Benefits — Tuition and benefits may be obtained through the Reserve.

Veterans Affairs

The Office of Veterans Affairs provides information and assistance to eligible veterans and dependents of disabled or deceased veterans in applying for educational benefits.

To be eligible for educational benefits, the student must be enrolled in an approved curriculum, taking only those courses required for graduation in the chosen curriculum. Students must, in the judgment of the College, maintain satisfactory progress for continued eligibility.

Veteran and eligible person shall report without delay such information on enrollment, entrance, reentrance, change in the hours of credit or attendance, pursuit, interruption and termination of attendance of an approved course. Notification of any change in status must be reported by the student to the VA college representative, in time for the VA to receive it within 30 days of the date on which the change occurs.

VA regulations governing institution-approved training of veterans and/or dependents of veterans require that certain documents be on file prior to certification of enrollment:

1. Application for admission;
2. Proper application for VA benefits (Forms 22-1990, 22-5490, or 28-1990);

3. High school transcript or GED scores and transcript of academic record for each college previously attended;
4. If no VA benefits have been received for prior training;
 - a. DD-214
 - b. marriage certificate (if applicable)
 - c. divorce decree (if applicable)
 - d. dependent children's birth certificates (if applicable)
5. If VA benefits have been received for prior training, the student submits a change of program form (22-1995).
6. Students may be required to provide written verification of class attendance.

The VA will not approve for enrollment any of the following: (1) course audits (2) independent study (3) telecourses (4) repeated courses previously passed (5) courses not required in chosen curriculum (6) work experience (7) more than two course substitutions per curriculum.

CURRICULUM PROGRAMS AND ARTICULATION PRE-MAJORS

The UNC System and Community College System have identified the following specific articulation pre-majors:

ASSOCIATE IN ARTS DEGREE

Pre-Art Education (AA)
 Pre-Business Administration (AA)
 Pre-Business Education and
 Marketing Education (AA)
 Pre-College Transfer Nursing (AA)
 Pre-Elementary Education,
 Middle Grades Education,
 and Special Education (AA)
 Pre-English (AA)
 Pre-English Education (AA)
 Pre-Health Education (AA)
 Pre-History (AA)
 Pre-Physical Education (AA)
 Pre-Political Science (AA)
 Pre-Psychology (AA)
 Pre-Social Science: Secondary Education (AA)
 Pre-Sociology (AA)
 Pre-Technology Education (AA)

ASSOCIATE IN SCIENCE DEGREE

Pre-Biology and Biology Education (AS)
 Pre-Engineering (AS)

TECHNICAL AND GENERAL PROGRAMS

ASSOCIATE IN GENERAL EDUCATION DEGREE

Accounting (AAS)
 Associate Degree Nursing (RN) (AAS)
 Broadcasting and Production Technology (AAS)

continued

Business Administration (AAS)
Business Administration - Marketing and Retailing (AAS)
Criminal Justice Technology (AAS)
Early Childhood Associate (AAS)
Professional Business and Management Option (AAS)
Professional Fundamentals Option (AAS)
Electronics Engineering Technology (AAS)
Fire Protection Technology (AAS)
General Occupational Technology (AAS)
Industrial Management Technology (AAS)
Information Systems (AAS)
Information Systems - Programming (AAS)
Networking Technology (AAS)
Office Systems Technology (AAS)
Office Systems Technology - Medical (AAS)
Radiography (AAS)

ONE-YEAR DIPLOMA PROGRAMS

Air Conditioning, Heating and Refrigeration Technology
Auto Body Repair
Broadcasting and Production Technology
Carpentry
Cosmetology
Electrical/Electronics Technology
Industrial Maintenance Technology
Machining Technology
Mechanical Drafting Technology
Plumbing
Practical Nursing
Welding Technology

CERTIFICATE PROGRAMS

Advanced Leadership
Air Conditioning, Heating, and Refrigeration
Auto Body Repair
Basic Child Care
Basic Electronics
Basic Law Enforcement Training
Broadcasting and Production
Carpentry
Child Care Administration
Cosmetology
Digital Electronics
Electrical
Mechanical Drafting
Plumbing
Real Estate
Welding

(The College reserves the right to cancel any class or curriculum, day or night, for which there is insufficient enrollment.)

COLLEGE TRANSFER PROGRAMS

Associate in Arts Associate in Science

Cleveland Community College offers students the opportunity to complete the first two years of various four-year college or university general education requirements. For example, students interested in the areas of study listed below can spend their first two years at Cleveland Community College qualifying for an associate degree and transfer to a four-year institution with junior class standing. A partial listing of areas of study whose prerequisites and/or lower division requirements may be met, in part or in full, at Cleveland Community College follows:

BUSINESS

Accounting
Business Administration
Business Education
Computer Science

EDUCATION (Teaching)

Elementary
Secondary
Industrial Arts
Middle Grades
Physical Education
Recreation
Health
Special Education

ENGINEERING

Aerospace
Construction
Industrial
Chemical
Civil
Electrical
Electronics
Environmental
Mechanical
Nuclear

ENGLISH

English
Journalism

HUMANITIES

Art
Liberal Arts
Religion
Philosophy

MATHEMATICS

Mathematics
Computer Science
Statistics

MEDICAL RELATED

Dentistry
Medicine
Medical Technology
Nursing
Optometry
Occupational Therapy
Physical Therapy
Pharmacy
Veterinary Medicine

NATURAL SCIENCE

Agriculture
Biology
Biochemistry
Chemistry
Conservation and Ecology
Forestry
Microbiology
Physical Science
Physics
Textiles

SOCIAL STUDIES

Economics
History
Law
Political Science
Psychology
Social Work
Sociology

DEVELOPMENTAL COURSES

Developmental courses may be required for degree-seeking students. See admission requirements.

Developmental courses are designed to provide instruction in the basic skills so that the student will be successful in regular, collegiate-level courses. These courses earn credit hours for the semester in which they are taken but do not count toward graduation. Grades for developmental courses are “satisfactory” (S) or “unsatisfactory” (U) grades. These grades are not computed with other courses except that they must be passed with a grade of (S) before students can enroll in higher level English, reading, and mathematics courses.

			HOURS		
			CLASS	LAB	CREDIT
ENG	80	Writing Foundations	3	2	4
ENG	90	Composition Strategies	3	0	3
ENG	90A	Composition Strategies Lab	0	2	1
MAT	60	Essential Mathematics	3	2	4
MAT	70	Introductory Algebra	3	2	4
MAT	80	Intermediate Algebra	3	2	4
RED	80	Intro to College Reading	3	2	4
RED	90	Improved College Reading	3	2	4



COLLEGE TRANSFER PROGRAMS

A large number of students plan their programs for transfer to four-year colleges or universities. Students enroll in what is usually referred to as the transfer curriculum which offers courses that parallel those offered during the first two years at a four-year institution. Most credits earned in this curriculum may be transferred to colleges and universities as the first and second years of a baccalaureate degree program.

Cleveland Community College's transfer program includes many courses designed to prepare students for upper division study in such fields as business, education, engineering, dentistry, law, and medicine. A specially designed general transfer sequence of courses (Pre-Liberal Arts or Pre-Science) is also available for students who have not yet decided upon a major but who intend to transfer their credits to a four-year institution.

Students who plan to transfer to a four-year college or university are advised to give careful attention to the following:

1. The transferability of courses taken at Cleveland Community College is determined solely by the institution to which the student transfers. Curricula and courses have been developed to facilitate transfer of credits. However, some academic departments in four-year institutions have specific requirements which warrant special attention.
2. Students are responsible for meeting the entrance requirements of the institution to which they plan to transfer. Students should work with their faculty advisors to ensure that the courses meet the requirements of the four-year program that they wish to enter.
3. Completion time for college transfer studies should be no longer than four semesters.
4. Because of schedules and personal situations, night students may need longer periods than two years to complete their studies.

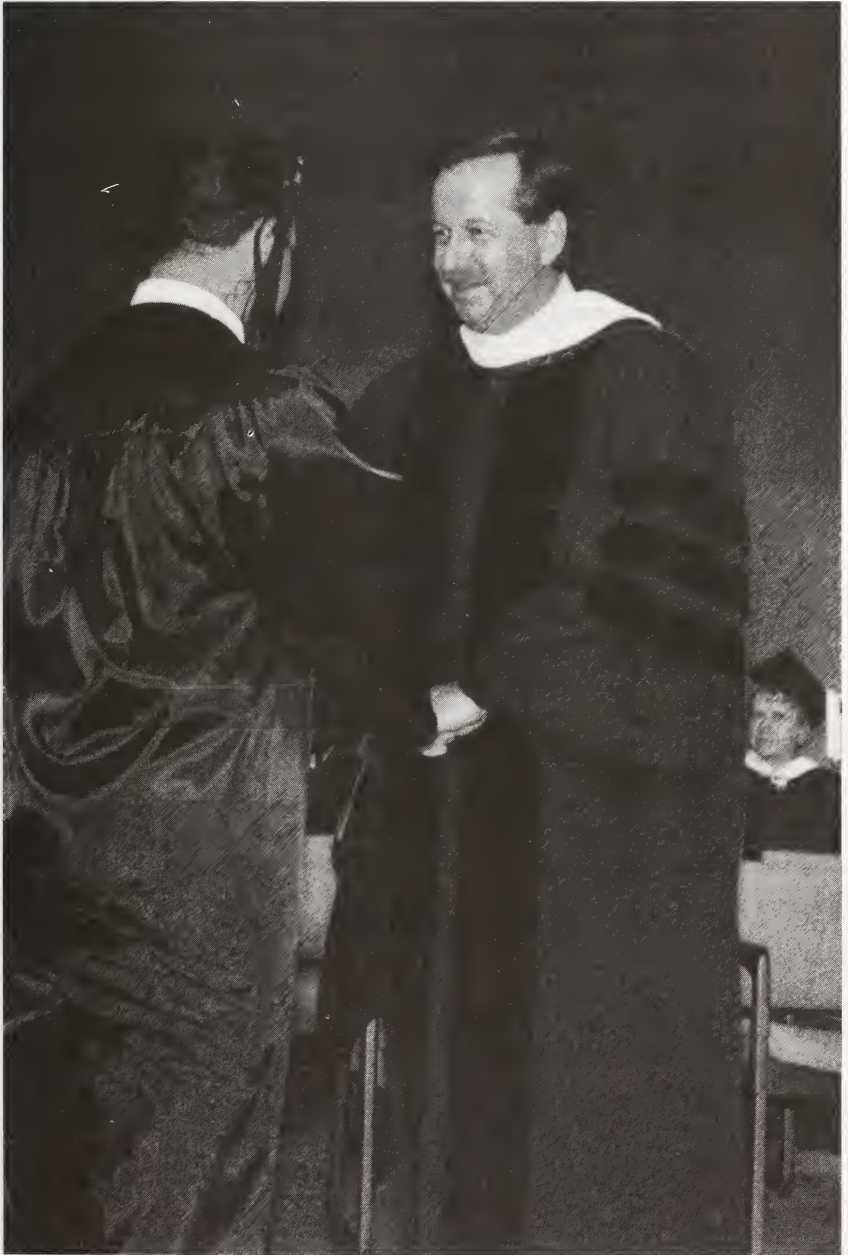
Students enrolled in the college transfer program will earn the Associate in Arts or Associate in Science degree after completing the prescribed hours of study.

Upon completion of liberal arts programs, the student should:

1. Write and speak with clarity and precision, in keeping with the rules of standard English.
2. Read and interpret literature critically and analytically.
3. Write critically and analytically in response to literary themes and ideas.

4. Understand the relationship between the history of western civilization and one's culture.
5. Understand the meaning of the "multicultural" approach to history.
6. Understand sociological principles and concepts.
7. Understand one's culture, the cultures of others, and their influences on individual and group behavior.
8. Understand major psychological theories and their effects on individual and group behavior.
9. Understand mathematical and scientific principles and concepts.
10. Use logical reasoning to solve mathematical and scientific problems.
11. Understand, appreciate, and enjoy physical activity and its role in enhancing the quality of one's life.





ASSOCIATE IN ARTS

I. General Education (44 Semester-Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two courses from the following:

ART 111	Art Appreciation	3	0	3
DRA 111	Theatre Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
SPA 211	Intermediate Spanish I	3	0	3
SPA 281	Spanish Lab III	0	2	1
SPA 212	Intermediate Spanish II	3	0	3
SPA 282	Spanish Lab IV	0	2	1
PHI 210	History of Philosophy	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

C. Social Sciences

Select two courses from the following:

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3

Select two courses from the following:

PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
GEO 111	World Regional Geography	3	0	3
POL 120	American Government	3	0	3

Select at least 3 hours from the following:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

D. Natural Sciences**Select one of the following sequences:**

BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
PHY 151	College Physics I	3	2	4
PHY 152	College Physics II	3	2	4
GEL 111	Introductory Geology	3	2	4
GEL 120	Physical Geology	3	2	4

E. Mathematics/Computer Science

MAT 161	College Algebra I	3	0	3
CIS 110	Introduction to Computers	3	0	3

Note: ACA 115, Success and Study Skills, 0-2-1, should be completed as early as possible.

II. Select 20 hours from the following:

ACC 120; ACC 121; ART 111; ART 113; ART 114; ART 115; ART 116; ART 121; ART 122; ART 130; ART 131; ART 140; ART 212; ART 213; ART 132; ART 231; ART 240; ART 241; ART 288; BIO 120; BIO 130; BUS 110; CHM 151; CHM 152; CSC 134; DRA 124; DRA 128; DRA 111; ECO 251; ECO 252; EDU 116; ENG 125; ENG 126; ENG 131; ENG 231; ENG 232; ENG 233; ENG 241; ENG 242; ENG 251; ENG 252; ENG 261; ENG 262; ENG 272; GEO 111; HEA 110; HEA 111; HEA 120; HIS 111; HIS 112; HIS 131; HIS 132; HIS 228; HIS 229; HUM 120; HUM 122; HUM 170; HUM 211; MAT 140; MAT 141; MAT 142; MAT 151; MAT 151A; MAT 162; MAT 171; MAT 172; MAT 175; MAT 271; MAT 272; MUS 110; PED 110; PED 111; PED 112; PED 113; PED 114; PED 115; PED 116; PED 117; PED 118; PED 119; PED 125; PED 126; PED 128; PED 129; PED 130; PED 131; PED 141; PED 142; PED 143; PED 144;

PED 145; PED 146; PED 147; PED 148; PED 150; PED 151; PED 170; PED 171; PED 172; PED 173; PED 174; PED 240; PED 250; PED 251; PED 252; PED 254; PED 255; PED 256; PHI 210; PHI 240; PHY 131; PHY 151; PHY 152; PHY 251; PHY 252; POL 120; POL 220; PSY 150; PSY 239; PSY 241; PSY 243; PSY 281; SOC 210; SOC 213; SOC 220; SOC 225; SPA 111; SPA 181; SPA 112; SPA 182; SPA 211; SPA 281; SPA 212; SPA 282

III. Physical Education

Select one hour from the following courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115; PED 116; PED 117; PED 118; PED 119; PED 125; PED 126; PED 128; PED 129; PED 130; PED 131; PED 141; PED 142; PED 143; PED 144; PED 145; PED 146; PED 147; PED 148; PED 150; PED 151; PED 170; PED 171; PED 172; PED 173; PED 174; PED 240; PED 250; PED 251; PED 252; PED 254; PED 255; PED 256

Courses counted as core courses may not be counted again as elective hours.

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.



PRE-ART EDUCATION (AA)

I. General Education (44 Semester-Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3

Select one of the following courses:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

D. Natural Sciences

Select one of the following sequences:

BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
PHY 151	General Physics I	3	2	4
PHY 152	General Physics II	3	2	4
GEL 111	Introductory Geology	3	2	4
GEL 120	Physical Geology	3	2	4

E. Mathematics and Computer Science

MAT 161	College Algebra	3	0	3
CIS 110	Introduction to Computers	2	2	3

Note: ACA 115, Success and Study Skills 0-2-1, required in all two-year programs, should be completed early in this program.

II. Major Courses

ART 121	Design I	1	4	3
ART 122	Design II	1	4	3
ART 131	Drawing I	0	6	3
ART 132	Drawing II	0	6	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3

III. Physical Education

Select two of the following courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-BUSINESS ADMINISTRATION (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 111	Eastern Religion	3	0	3
REL 112	Western Religion	3	0	3

Select one course from the following:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

SOC 210	Introduction to Sociology	3	0	3
POL 120	American Government	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3

D. Natural Sciences

Select one of the following sequences:

BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
PHY 151	College Physics I	3	3	4
PHY 152	College Physics II	3	3	4

GEL 111	Introductory Geology	3	2	4
GEL 120	Physical Geology	3	2	4

E. Mathematics

MAT 171	Precalculus Algebra	3	0	3
MAT 272	Calculus I	3	2	4

II. Other Required Hours

ACC 120	Prin of Accounting I	3	2	4
ACC 121	Prin of Accounting II	3	2	4
CIS 110	Introduction to Computers	2	2	3
ECO 251	Prin of Microeconomics	3	0	3
ECO 252	Prin of Macroeconomics	3	0	3
MAT 151	Statistics I	3	0	3

Some four-year institutions may require MAT151A, Statistics Lab, 0-2-1.

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.



PRE-BUSINESS EDUCATION AND MARKETING EDUCATION (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two courses from the following:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3

Foreign language lecture and lab are considered one course:

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
SPA 211	Intermediate Spanish I	3	0	3
SPA 281	Spanish Lab III	0	2	1
SPA 212	Intermediate Spanish III	3	0	3
SPA 282	Spanish Lab IV	0	2	1
REL 110	World Religions	3	0	3
REL 221	Religions in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Select one of the following courses:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

ECO 251	Prin of Microeconomics	3	0	3
---------	------------------------	---	---	---

HIS	111	World Civilizations I	3	0	3
HIS	112	World Civilizations II	3	0	3
SOC	210	Intro to Sociology	3	0	3

D. Natural Sciences

Select one of the following sequences:

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II			
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4
GEL	111	Introductory Geology	3	2	4
GEL	120	Physical Geology	3	2	4

E. Mathematics and Computer Science

MAT	161	College Algebra I	3	0	3
CIS	110	Intro to Computers	3	0	3

II. Other Required Hours

ACC	120	Prin of Accounting I	3	2	4
ACC	121	Prin of Accounting II	3	2	4
CIS	115	Intro to Program and Logic	2	2	3
ECO	252	Prin of Macroeconomics	3	0	3
MAT	151	Statistics I	3	0	3
MAT	151A	Statistics Lab	0	2	1
SOC	225	Social Diversity	3	0	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-COLLEGE TRANSFER NURSING (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religions in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Select one of the following courses:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

PSY 150	General Psychology	3	0	3
PSY 241	Developmental Psychology	3	0	3
SOC 210	Intro to Sociology	3	0	3

Select one of the following history courses:

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3

D. Natural Sciences

CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4

E. Mathematics

MAT 161	College Algebra	3	0	3
---------	-----------------	---	---	---

MAT 151	Statistics	3	0	3
MAT 151A	Statistics Lab	0	2	1

II. Other Required Hours

BIO 165	Anatomy and Physiology I	3	3	4
BIO 166	Anatomy and Physiology II	3	3	4
BIO 175	General Microbiology	2	2	3
CIS 110	Intro to Computers	2	2	3
PSY 281	Abnormal Psychology	3	0	3
SOC 213	Sociology of the Family	3	0	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.



PRE-ELEMENTARY EDUCATION, MIDDLE GRADES EDUCATION, AND SPECIAL EDUCATION (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select one of the following courses:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3

Select one of the following courses:

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
MUS 110	Music Appreciation	3	0	3

Select one additional course from the following:

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
SPA 211	Intermediate Spanish I	3	0	3
SPA 281	Spanish Lab III	0	2	1
SPA 212	Intermediate Spanish II	3	0	3
SPA 282	Spanish Lab IV	0	2	1
PHI 210	History of Philosophy	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

C. Social Sciences

PSY 150	General Psychology	3	0	3
---------	--------------------	---	---	---

Select one of the following courses:

SOC 210	Introduction to Sociology	3	0	3
SOC 225	Social Diversity	3	0	3

Select two courses from the following:

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3

Select one additional course from the following:

POL 120	American Government	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3
PSY 239	Psychology of Personality	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 243	Child Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3

D. Natural Sciences

BIO 111	General Biology	3	3	4
---------	-----------------	---	---	---

Select one of the following courses:

CHM 151	General Chemistry I	3	3	4
PHY 151	College Physics I	3	2	4

E. Mathematics and Computer Science

CIS 110	Introduction to Computers	2	2	3
MAT 161	College Algebra I	3	0	3

II. Other Required Hours

It is recommended that within the 20 semester hours of "Other Required Hours," pre-education students in Elementary Education, Middle Grades Education, and Special Education select courses that will help meet the mandated academic (second major) concentration. These courses should be selected in conjunction with the requirements at each university, since academic (second major) concentrations differ on each campus. In order to be consistent with NC licensure areas, Middle Grades Education students should select course from up to two (2) of the following areas: Social Sciences, English, Mathematics, Sciences. (Note: UNC-Ashville students major in an academic area and the selected 20 hours should be in sync with their intended major/program.)

Select two courses from the following:**English Literature**

ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3
ENG 231	American Literature I	3	0	3

Social Science

HIS 111	World Civilization I	3	0	3
HIS 112	World Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
PSY 239	Psychology of Personality	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 243	Child Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3

Science

BIO 112	General Biology II	3	3	4
BIO 120	Introductory Botany	3	3	4
BIO 130	Introductory Zoology	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4

Up to 12 semester hours for biology concentration:

BIO 112	General Biology II	3	3	4
---------	--------------------	---	---	---

Choose one of the following courses:

BIO 120	Introductory Botany	3	3	4
BIO 130	Introductory Zoology	3	3	4

The following courses are recommended:

CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4

Select up to 8 semester hours for science concentration:

BIO 112	General Biology II	3	3	4
BIO 120	Introductory Botany	3	3	4
BIO 130	Introductory Zoology	3	3	4

Mathematics**A maximum of 12 semester hours selected from the following:**

MAT 151	Statistics I	3	0	3
MAT 151A	Statistics Lab	0	2	1

MAT 172	Precalculus Trigonometry	3	0	3
MAT 175	Precalculus	4	0	4
MAT 271	Calculus I	3	2	4
MAT 272	Calculus II	3	2	4

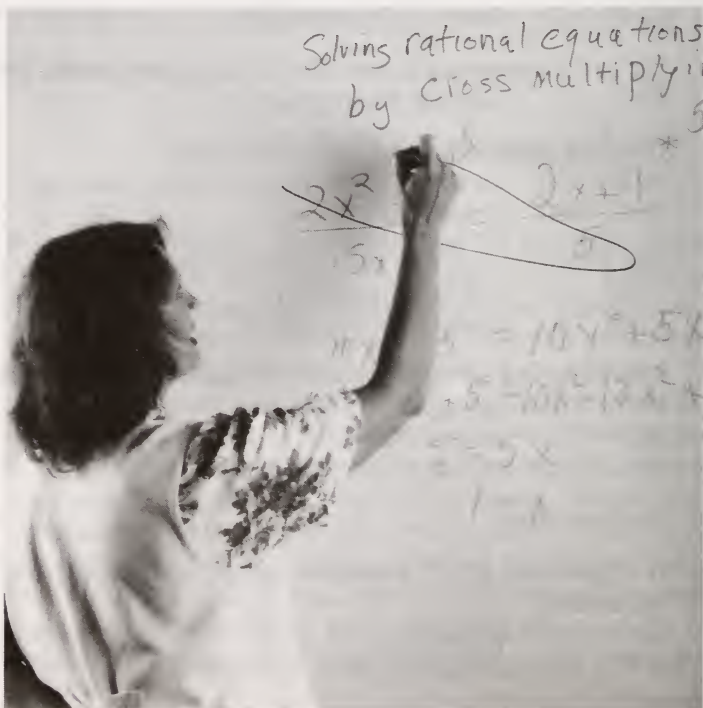
III. Select one of the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

Courses are subject to change pending final approval by the North Carolina Community College System.



PRE-ENGLISH (AA)

I. General Education (44 Semester-Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Select one course from the following:

ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3

Select two of the following courses:

POL 120	American Government	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

D. Natural Sciences

Select one of the following sequences:

BIO 111	General Biology I	3	3	4
---------	-------------------	---	---	---

BIO	112	General Biology II	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4
GEL	111	Introductory Geology	3	2	4
GEL	120	Physical Geology	3	2	4

Note: ACA 115, Success and Study Skills, 0-2-1, should be completed as soon as possible.

E. Mathematics and Computer Science

MAT	161	College Algebra	3	0	3
CIS	110	Introduction to Computers	3	0	3

II. Other Required Hours

EDU	116	Intro to Education	3	2	4
ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3

Select two hours from the following courses:

SPA	181	Spanish Lab I	0	2	1
SPA	182	Spanish Lab II	0	2	1
SPA	281	Spanish Lab III	0	2	1
SPA	282	Spanish Lab IV	0	2	1

III. Select two hours of the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

PRE-ENGLISH EDUCATION (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Select one of the following courses:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 242	British Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

PSY 150	General Psychology	3	0	3
---------	--------------------	---	---	---

Select three courses from the following: (one course must be HIS 111 or HIS 112)

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
POL 120	American Government	3	0	3
SOC 210	Intro to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3

SOC	220	Social Problems	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3

D. Natural Sciences

Select one of the following sequences:

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4
GEL	111	Introductory Geology	3	2	4
GEL	120	Physical Geology	3	2	4

E. Mathematics and Computer Science

MAT	161	College Algebra	3	0	3
CIS	110	Intro to Computers	2	2	3

Note: ACA 115, Success and Study Skills, 0-2-1, required in all two-year programs, should be taken early in the program.

II. Other Required Courses

ENG	241	British Literature I	3	0	3
EDU	116	Intro to Education	3	2	4
SPA	211	Intermediate Spanish I	3	0	3
SPA	281	Spanish Lab II	0	2	1
SPA	212	Intermediate Spanish II	3	0	3
SPA	282	Spanish Lab IV	0	2	1

Multicultural Studies

Select one of the following courses:

ENG	272	Southern Literature	3	0	3
SOC	225	Social Diversity	3	0	3

Health

Select one of the following courses:

HEA	110	Personnel Health/Wellness	3	0	3
HEA	120	Community Health	3	0	3

III. Select two hours from the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.



PRE-HEALTH EDUCATION (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Select one course from the following:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

PSY 150	General Psychology	3	0	3
---------	--------------------	---	---	---

Select three courses from the following. At least one course must be HIS 111 or HIS 112.

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
POL 120	American Government	3	0	3
SOC 210	Intro to Sociology	3	0	3

SOC	213	Sociology of the Family	3	0	3
SOC	220	Social Problems	3	0	3
SOC	225	Social Diversity	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3

D. Natural Sciences

Select one of the following sequences:

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
GEL	111	Introductory Geology	3	2	4
GEL	120	Physical Geology	3	2	4

E. Mathematics

MAT	151	Statistics I	3	0	3
MAT	151A	Statistics Lab	0	2	1
MAT	161	College Algebra	3	0	3

Note: ACA 115, Success and Study Skills, 0-2-1, required in all two-year programs, should be completed early in the program.

II. Other Required Hours

BIO	165	Anatomy and Physiology I	3	3	4
BIO	166	Anatomy and Physiology II	3	3	4
CIS	110	Intro to Computers	3	0	3
HEA	110	Personal Health/Wellness	3	0	3
HEA	112	First Aid and CPR	1	2	2
HEA	120	Community Health	3	0	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-HISTORY (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Writing	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Select one of the following courses:

ENG 233	Major American Writers	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

D. Natural Sciences

Select one of the following sequences:

BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
CHM 151	Chemistry I	3	3	4
CHM 152	Chemistry II	3	3	4
PHY 151	Physics I	3	2	4
PHY 152	Physics II	3	2	4
GEL 111	Introductory Geology	3	2	4
GEL 120	Physical Geology	3	2	4

E. Mathematics and Computer Science

MAT	161	College Algebra	3	0	3
CIS	110	Intro to Computers	2	2	3

Note: ACA 115, Success and Study Skills, 0-2-1, required in all two-year programs should be completed as soon as possible.

II. Other Required Hours

HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
ENG	231	American Literature I	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
SOC	220	Social Problems	3	0	3

III. Select two hours of the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-PHYSICAL EDUCATION (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 112	Argument-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

C. Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
SPA 211	Intermediate Spanish I	3	0	3
SPA 281	Spanish Lab III	0	2	1
SPA 212	Intermediate Spanish II	3	0	3
SPA 282	Spanish Lab IV	0	2	1

Select one of the following courses:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

Select four of the following courses: (one course must be PSY 150 and one course must be HIS 111 or HIS 112)

PSY 150	General Psychology	3	0	3
HIS 111	World Civilization I	3	0	3

HIS	112	World Civilization II	3	0	3
SOC	210	Intro to Sociology	3	0	3
SOC	213	Sociology of the Family	3	0	3
SOC	220	Social Problems	3	0	3

D. Natural Sciences

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4

E. Mathematics and Computer Science

MAT	161	College Algebra	3	0	3
CIS	110	Introduction to Computers	2	2	3

Note: ACA 115, Success and Study Skills, 0-2-1, required for all two-year programs, should be completed as soon as possible.

II. Other Required Hours

BIO	165	Anatomy and Physiology I	3	3	4
BIO	166	Anatomy and Physiology II	3	3	4
PED	110	Fit and Well for Life	1	2	2

Select one of the following courses:

HEA	110	Personal Health/Wellness	3	0	3
HEA	120	Community Health	3	0	3

Select one of the following courses:

HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3

III. Select two hours of the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-POLITICAL SCIENCE (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
---------	--------------------	---	---	---

ENG 113	Literature-Based Research	3	0	3
---------	---------------------------	---	---	---

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
---------	------------------	---	---	---

MUS 110	Music Appreciation	3	0	3
---------	--------------------	---	---	---

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
---------	----------------------	---	---	---

SPA 181	Spanish Lab I	0	2	1
---------	---------------	---	---	---

SPA 112	Elementary Spanish II	3	0	3
---------	-----------------------	---	---	---

SPA 182	Spanish Lab II	0	2	1
---------	----------------	---	---	---

SPA 211	Intermediate Spanish I	3	0	3
---------	------------------------	---	---	---

SPA 281	Spanish Lab III	0	2	1
---------	-----------------	---	---	---

SPA 212	Intermediate Spanish II	3	0	3
---------	-------------------------	---	---	---

SPA 282	Spanish Lab IV	0	2	1
---------	----------------	---	---	---

REL 110	World Religions	3	0	3
---------	-----------------	---	---	---

REL 221	Religion in America	3	0	3
---------	---------------------	---	---	---

REL 211	Intro to Old Testament	3	0	3
---------	------------------------	---	---	---

REL 212	Intro to New Testament	3	0	3
---------	------------------------	---	---	---

REL 111	Eastern Religions	3	0	3
---------	-------------------	---	---	---

REL 112	Western Religions	3	0	3
---------	-------------------	---	---	---

Select one of the following courses:

ENG 231	American Literature I	3	0	3
---------	-----------------------	---	---	---

ENG 232	American Literature II	3	0	3
---------	------------------------	---	---	---

ENG 241	British Literature I	3	0	3
---------	----------------------	---	---	---

ENG 242	British Literature II	3	0	3
---------	-----------------------	---	---	---

ENG 251	Western World Literature I	3	0	3
---------	----------------------------	---	---	---

ENG 252	Western World Literature II	3	0	3
---------	-----------------------------	---	---	---

ENG 261	World Literature I	3	0	3
---------	--------------------	---	---	---

ENG 262	World Literature II	3	0	3
---------	---------------------	---	---	---

C. Social Sciences

Select four courses from the following. One course must be PSY 150 and one course must be HIS 111 or HIS 112.

GEO 111	World Regional Geography	3	0	3
---------	--------------------------	---	---	---

PSY 150	General Psychology	3	0	3
---------	--------------------	---	---	---

HIS 111	World Civilizations I	3	0	3
---------	-----------------------	---	---	---

HIS 112	World Civilizations II	3	0	3
---------	------------------------	---	---	---

SOC	210	Introduction to Sociology	3	0	3
PSY	239	Psychology of Personality	3	0	3

D. Natural Sciences

Select one of the following sequences:

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4
GEL	111	Introductory Geology	3	2	4
GEL	120	Physical Geology	3	2	4

E. Mathematics and Computer Science

MAT	161	College Algebra	3	0	3
CIS	110	Introduction to Computers	3	0	3

Note: ACA 115, Success and Study Skills, 0-2-1, required for all two-year programs, should be completed as soon as possible.

II. Other Required Courses

ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
POL	110	Introduction to Political Science	3	0	3
POL	120	American Government	3	0	3
POL	220	International Relations	3	0	3

Select one of the following courses:

HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3

III. Select one of the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-PSYCHOLOGY (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities and Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
SPA 211	Intermediate Spanish I	3	0	3
SPA 281	Spanish Lab III	0	2	1

Select one of the following courses:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

Select four courses from the following: One course must be PSY 150, General Psychology; one sequence of history; and one required course, SOC 210, Introduction to Sociology.

PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
HIS	111	World Civilization I	3	0	3
HIS	112	World Civilization II	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3

D. Natural Sciences

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4

Note: ACA 115, Success and Study Skills, 0-2-1, should be completed as soon as possible.

E. Mathematics and Computer Science

MAT	161	College Algebra	3	0	3
CIS	110	Introduction to Computers	2	2	3

II. Other Required Hours

PSY	241	Developmental Psychology	3	0	3
PSY	243	Child Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3

Select one of the following courses:

SOC	213	Sociology of the Family	3	0	3
SOC	220	Social Problems	3	0	3

III. Select two hours of the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-SOCIAL SCIENCE: SECONDARY EDUCATION (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
SPA 211	Intermediate Spanish I	3	0	3
SPA 281	Spanish Lab III	0	2	1
SPA 212	Intermediate Spanish II	3	0	3
SPA 282	Spanish Lab IV	0	2	1

Select one of the following courses:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

HIS 111	World Civilization I	3	0	3
HIS 112	World Civilization II	3	0	3
POL 120	American Government	3	0	3
SOC 210	Intro to Sociology	3	0	3

D. Natural Sciences**Select one of the following sequences:**

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
PHY	151	College Physics I	3	3	4
PHY	152	College Physics II	3	3	4
GEL	111	Introductory Geology	3	2	4
GEL	120	Physical Geology	3	2	4

E. Mathematics and Computer Science

MAT	161	College Algebra	3	0	3
CIS	110	Intro to Computers	2	2	3

Note: ACA 115, Success and Study Skills, 0-2-1, required in all two-year programs, should be completed as soon as possible.

II. Other Required Hours

GEO	111	World Regional Geography	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3

III. Select one hour from the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-SOCIOLOGY (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
SPA 211	Intermediate Spanish I	3	0	3
SPA 281	Spanish Lab III	0	2	1
SPA 212	Intermediate Spanish II	3	0	3
SPA 282	Spanish Lab IV	0	2	1
REL 110	World Religion	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religion	3	0	3
REL 112	Western Religion	3	0	3

Select one course from the following:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

HIS 111	World Civilization I	3	0	3
HIS 112	World Civilization II	3	0	3
SOC 210	Intro to Sociology	3	0	3
SOC 225	Social Diversity	3	0	3

D. Natural Sciences

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
PHY	151	College Physics I	3	3	4
PHY	152	College Physics II	3	3	4
GEL	111	Introductory Geology	3	2	4
GEL	120	Physical Geology	3	2	4

E. Mathematics

MAT	161	College Algebra	3	0	3
MAT	151	Statistics I	3	0	3
MAT	151A	Statistics Lab	0	2	1

Note: ACA 115, Success and Study Skills, 0-2-1, required in all two-year programs, should be completed as soon as possible.

II. Other Required Hours

CIS	110	Introduction to Computers	2	2	3
ENG	272	Southern Literature	3	0	3
GEO	111	World Regional Geography	3	0	3
REL	110	World Religions	3	0	3
REL	221	Religion in America	3	0	3
PSY	150	General Psychology	3	0	3

III. Select one hour from the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirements, if applicable, before or after transfer to the four-year institution.

PRE-TECHNOLOGY EDUCATION (AA)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expositor Writing	3	0	3
---------	-------------------	---	---	---

Select one of the following courses:

ENG 112	Argument-Based Research	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select one of the following courses:

ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

The following courses are required:

HUM 120	Cultural Studies	3	0	3
HUM 211	Humanities I	3	0	3

Note: ACA 115, Success and Study Skills, 0-2-1, required in all two-year programs, should be completed as soon as possible.

II. Other Required Hours

At certain UNC institutions, EDU 116 may fulfill a major requirement; at a majority of institutions, it will transfer only as a free elective.

It is recommended that within the 20 semester hours of "Other Required Hours," pre-education students in Technology Education select courses that will help meet the mandated academic (second major) concentration. These courses should be selected in conjunction with the requirements at each university, since academic (second major) concentrations differ on each campus. Typically offered academic courses in these concentrations may be taken as general education or as "Other Required Hours."

Recommended Courses for Typical Academic Concentration:

Biology: Select up to 12 semester hours:

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
BIO	120	Introductory Botany	3	3	4
BIO	130	Introductory Zoology	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4

English: Select up to 6 semester hours:

ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	261	World Literature I	3	0	3
ENG	262	World Literature II	3	0	3
ENG	272	Southern Literature	3	0	3

History

HIS	111	World Civilization I	3	0	3
HIS	112	World Civilization II	3	0	3

Mathematics: Select up to 12 semester hours:

MAT	151	Statistics I	3	0	3
MAT	151A	Statistics Lab	0	2	1
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4

Psychology: Select hours from the following:

PSY	150	General Psychology	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	243	Child Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3

III. Physical Education

Select one hour from the following courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;

PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirements, if applicable, before or after transfer to the four-year institution.

Courses are subject to change pending final approval by the North Carolina Community College System.

ASSOCIATE IN SCIENCE DEGREE

I. General Education (44 Semester Hour Core)

A. Composition (6 Semester Hours)

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities /Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two courses from the following:

ART 111	Art Appreciation	3	0	3
DRA 111	Theatre Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3

Foreign language lecture and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
SPA 211	Intermediate Spanish I	3	0	3
SPA 281	Spanish Lab III	0	2	1
SPA 212	Intermediate Spanish II	3	0	3
SPA 282	Spanish Lab IV	0	2	1
PHI 210	History of Philosophy	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

Select at least one course from the following:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences**Select two courses from the following:**

HIS	111	World Civilizations I	3	0	3
HIS	112	World Civilizations II	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3

Select two courses from the following:

POL	120	American Government	3	0	3
PSY	150	General Psychology	3	0	3
SOC	210	Intro to Sociology	3	0	3

D. Natural Sciences**Select one of the following sequences:**

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4
GEL	111	Introductory Geology	3	2	4
GEL	120	Physical Geology	3	2	4

E. Mathematics and Computer Science

MAT	161	College Algebra I	3	0	3
CIS	110	Intro to Computers	2	2	3

Note: ACA 115, Success and Study Skills, 0-2-1, should be completed as soon as possible.

II. Other Required Hours**Select 14 hours from the following courses:**

MAT	140	Survey of Mathematics	3	0	3
MAT	141	Math I for Teachers/K-9	3	0	3
MAT	142	Math II for Teachers/K-9	3	0	3
MAT	151	Statistics I	3	0	3
MAT	151A	Statistics Lab	0	2	1
MAT	162	College Trigonometry	3	0	3
MAT	171	Precalculus Algebra	3	0	3
MAT	172	Precalculus Trigonometry	3	0	3
MAT	175	Precalculus	4	0	4
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4

III. Other Electives

Select 6 hours from the following courses:

Courses counted as core courses may not be counted again as elective hours.

ACC 120; ACC 121; ART 111; ART 113; ART 114; ART 115; ART 116; ART 121; ART 122; ART 130; ART 131; ART 140; ART 212; ART 213; ART 132; ART 231; ART 240; ART 241; ART 288; BIO 120; BIO 130; BUS 110; CHM 151; CHM 152; CSC 134; DRA 124; DRA 128; DRA 111; ECO 251; ECO 252; EDU 116; ENG 125; ENG 126; ENG 131; ENG 231; ENG 232; ENG 233; ENG 241; ENG 242; ENG 251; ENG 252; ENG 261; ENG 262; ENG 272; GEO 111; HEA 110; HEA 111; HEA 120; HIS 111; HIS 112; HIS 131; HIS 132; HIS 228; HIS 229; HUM 120; HUM 122; HUM 170; HUM 211; MAT 140; MAT 141; MAT 142; MAT 151; MAT 151A; MAT 162; MAT 171; MAT 172; MAT 175; MAT 271; MAT 272; MUS 110; PED 110; PED 111; PED 112; PED 113; PED 114; PED 115; PED 116; PED 117; PED 118; PED 119; PED 125; PED 126; PED 128; PED 129; PED 130; PED 131; PED 141; PED 142; PED 143; PED 144; PED 145; PED 146; PED 147; PED 148; PED 150; PED 151; PED 170; PED 171; PED 172; PED 173; PED 174; PED 240; PED 250; PED 251; PED 252; PED 254; PED 255; PED 256; PHI 210; PHI 240; PHY 131; PHY 151; PHY 152; PHY 251; PHY 252; POL 120; POL 220; PSY 150; PSY 239; PSY 241; PSY 243; PSY 281; SOC 210; SOC 213; SOC 220; SOC 225; SPA 111; SPA 181; SPA 112; SPA 182; SPA 211; SPA 281; SPA 212; SPA 282

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-BIOLOGY AND BIOLOGY EDUCATION (AS)

I. General Education (44 Semester Hour Core)

A. Composition (6 Semester Hours)

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select at least two courses from the following:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3

Foreign language lecture and lab are considered one courses.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
REL 110	World Religions	3	0	3
REL 221	Religion in America	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3

Select one course from the following:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

Select three courses from the following: (One course must be HIS 111 or HIS 112.)

PSY 150	General Psychology	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
POL 120	American Government	3	0	3

SOC	210	Intro to Sociology	3	0	3
SOC	213	Sociology for the Family	3	0	3
SOC	220	Social Problems	3	0	3
SOC	225	Social Diversity	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3

D. Natural Sciences

CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4

E. Mathematics and Computer Science

CIS	110	Intro to Computers	2	2	3
MAT	171	Precalculus Algebra	3	0	3

Note: ACA 115, Success and Study Skills, 0-2-1, required in all two-year programs, should be taken early in the program.

II. Other Required Courses

BIO	111	General Biology I	3	3	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4

Select two courses from the following:

BIO	112	General Biology II	3	3	4
BIO	120	Introductory Botany	3	3	4
BIO	130	Introductory Zoology	3	3	4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

PRE-ENGINEERING (AS)

I. General Education (44 Semester Hour Core)

A. Composition

ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM 231	Public Speaking	3	0	3
---------	-----------------	---	---	---

Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3

Foreign language lectures and lab are considered one course.

SPA 111	Elementary Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
SPA 112	Elementary Spanish II	3	0	3
SPA 182	Spanish lab II	0	2	1
REL 110	World Religion	3	0	3
REL 221	Religion in America	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 111	Eastern Religion	3	0	3
REL 112	Western Religion	3	0	3

Select one of the following courses:

ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
PSY 150	General Psychology	3	0	3

Select one additional course:

ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3

D. Natural Sciences

PHY 251	General Physics I	3	3	4
PHY 252	General Physics II	3	3	4

E. Mathematics

MAT 271	Calculus I	3	2	4
MAT 272	Calculus II	3	2	4

Note: ACA 115, Success and Study Skills, 0-2-1, should be completed as early as possible.

II. Other Required Hours

CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
MAT 273	Calculus III	3	2	4
MAT 285	Differential Equations	3	0	3
CSC 134	C++ Programming	2	3	3

III. Select one of the following physical education courses:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Students must meet the receiving university's foreign language and physical education requirement, if applicable, before or after transfer to the four-year institution.

Courses are subject to change pending final approval by the North Carolina Community College System.

TECHNICAL AND GENERAL PROGRAMS

ASSOCIATE IN GENERAL EDUCATION DEGREE

I. Core Program

A. Composition

ENG 111	Expository Writing	3	0	3
---------	--------------------	---	---	---

Select one of the following courses:

ENG 112	Argument-Based Research	3	0	3
ENG 113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

Select one course from the following:

ART 111	Art Appreciation	3	0	3
DRA 111	Theatre Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 210	History of Philosophy	3	0	3
REL 210	World Religions	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
REL 221	Religion in America	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3

C. Social Sciences

Select one course from the following:

HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
PSY 150	General Psychology	3	0	3

SOC	210	Introduction Sociology	3	0	3
GEO	111	World Regional Geography	3	0	3
POL	120	American Government	3	0	3

II. Natural Sciences/Mathematics

Select one mathematics course or one science course from the following:

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4
GEL	111	Introductory Geology	3	2	4
GEL	120	Physical Geology	3	2	4
MAT	140	Survey of Mathematics	3	0	3
MAT	141	Math I for Teachers/K-9	3	0	3
MAT	142	Math II for Teachers/K-9	3	0	3
MAT	151	Statistics I	3	0	3
MAT	151A	Statistics Lab	0	2	1
MAT	162	College Trigonometry	3	0	3
MAT	171	Precalculus Algebra	3	0	3
MAT	172	Precalculus Trigonometry	3	0	3
MAT	175	Precalculus	4	0	4
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4

III. Other Required Hours

ACA	115	Success and Study Skills	0	2	1
CIS	110	Introduction to Computers	3	0	3

Select one of the following physical education courses:

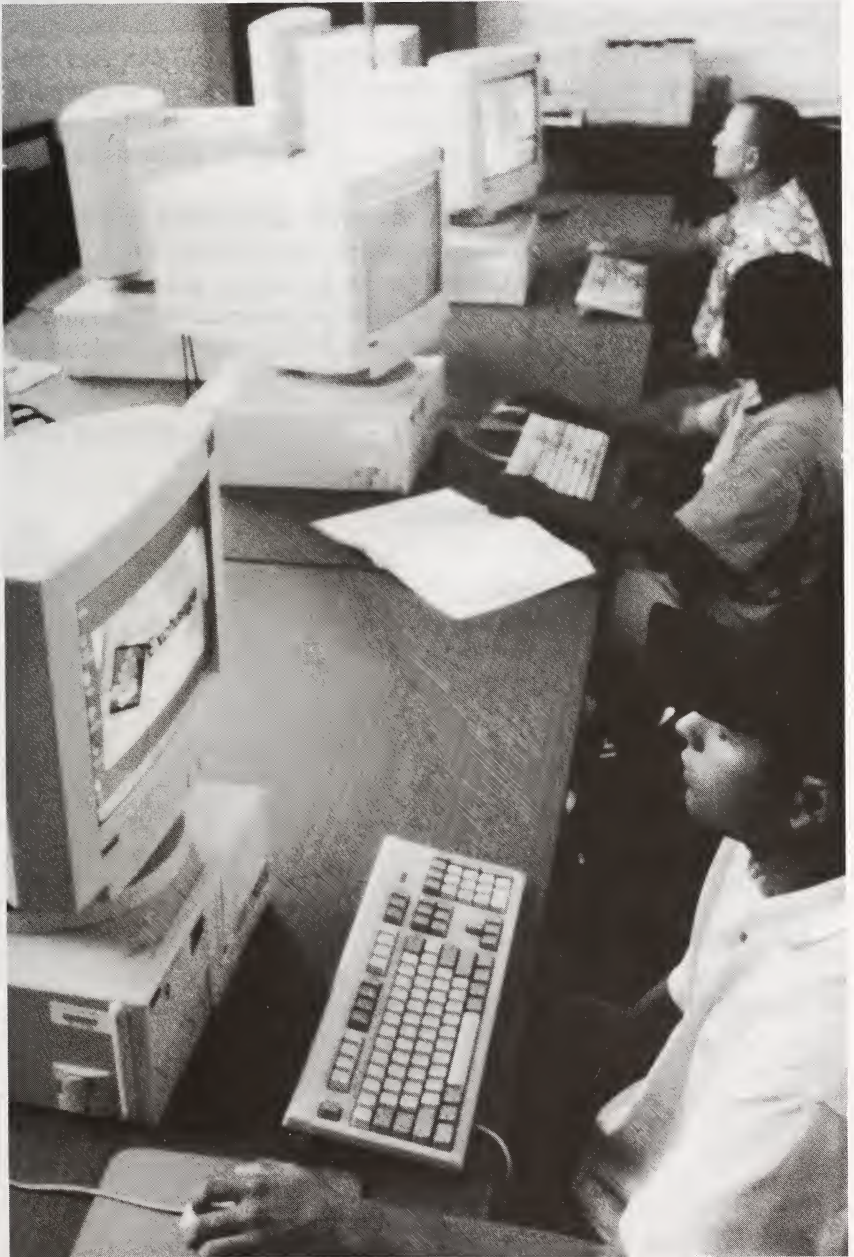
PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 125; PED 126;
 PED 128; PED 129; PED 130; PED 131; PED 141; PED 142;
 PED 143; PED 144; PED 145; PED 146; PED 147; PED 148;
 PED 150; PED 151; PED 170; PED 171; PED 172; PED 173;
 PED 174; PED 240; PED 250; PED 251; PED 252; PED 254;
 PED 255; PED 256

Select 44-45 hours from the following courses:

ACC 120; ACC 121; ART 111; ART 113; ART 114; ART 115;
 ART 116; ART 121; ART 122; ART 130; ART 131; ART 140;
 ART 212; ART 213; ART 132; ART 231; ART 240; ART 241;
 ART 288; BIO 120; BIO 130; BUS 110; CHM 151; CHM 152;
 CSC 134; DRA 124; DRA 128; DRA 111; ECO 251; ECO 252;
 EDU 116; ENG 125; ENG 126; ENG 131; ENG 231; ENG 232;
 ENG 233; ENG 241; ENG 242; ENG 251; ENG 252; ENG 261;
 ENG 262; ENG 272; GEO 111; HEA 110; HEA 111; HEA 120;
 HIS 111; HIS 112; HIS 131; HIS 132; HIS 228; HIS 229; HUM
 120; HUM 122; HUM 170; HUM 211; MAT 140; MAT 141; MAT
 142; MAT 151; MAT 151A; MAT 162; MAT 171; MAT 172; MAT
 175; MAT 271; MAT 272; MUS 110; PED 110; PED 111; PED
 112; PED 113; PED 114; PED 115; PED 116; PED 117; PED
 118; PED 119; PED 125; PED 126; PED 128; PED 129; PED
 130; PED 131; PED 141; PED 142; PED 143; PED 144; PED
 145; PED 146; PED 147; PED 148; PED 150; PED 151; PED
 170; PED 171; PED 172; PED 173; PED 174; PED 240; PED
 250; PED 251; PED 252; PED 254; PED 255; PED 256; PHI
 210; PHI 240; PHY 131; PHY 151; PHY 152; PHY 251; PHY
 252; POL 120; POL 220; PSY 150; PSY 239; PSY 241; PSY
 243; PSY 281; SOC 210; SOC 213; SOC 220; SOC 225; SPA
 111; SPA 181; SPA 112; SPA 182; SPA 211; SPA 281; SPA
 212; SPA 282

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-65

Courses are subject to change pending final approval by the North Carolina Community College System.



ACCOUNTING (AAS)

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General	
ACC 120	4	Education Courses	Credit Hours
ACC 121	4	Communications:	
ACC 220	4	ENG 111	3
ACC 221	4	ENG 112	3
ACC 225	3	COM 231	3
BUS 115	3	Humanities/Fine Arts: Select one	
ACC 129	3	ART 111	3
ECO 251	3	ENG 231	3
CIS 110	3	ENG 232	3
ACC 269	3	ENG 233	3
BUS 121	3	ENG 241	3
BUS 225	3	ENG 242	3
ECO 252	3	HUM 122	3
ACC 149	3	HUM 170	3
ACC 150	3	HUM 211	3
CIS 120	3	MUS 110	3
Total Major Hours: 51		PHI 210	3
		PHI 240	3
		REL 211	3
		REL 212	3
		REL 221	3
		Social/Behavioral Science:	
		Select one	
		PSY 150	3
		SOC 210	3
		Natural Science/Mathematics	
		MAT 161	3
		Total General Education Hours: 18	
		Other Required Courses	
		ACA 115	1
		Total Other Required Hours: 1	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70

SUGGESTED SEQUENCE OF COURSES ACCOUNTING

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
ACC	120	Principles of Accounting I	3	2	4
CIS	110	Introduction to Computers	2	2	3
MAT	161	College Algebra	3	0	3
BUS	121	Business Math	2	2	3
ENG	111	Expository Writing	3	0	3
ACA	115	Success and Study Skills	0	2	1
			<u>13</u>	<u>8</u>	<u>17</u>
SPRING SEMESTER					
ENG	112	Argument-Based Research	3	0	3
ACC	129	Individual Income Taxes	2	2	3
ACC	121	Principles of Accounting II	3	2	4
CIS	120	Spreadsheet I	2	2	3
BUS	225	Business Finance	2	2	3
			<u>12</u>	<u>8</u>	<u>16</u>
SECOND YEAR					
FALL SEMESTER					
ACC	220	Intermediate Accounting I	3	2	4
ACC	225	Cost Accounting	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
ACC	149	Intro to Acc Spreadsheets	3	0	3
COM	231	Public Speaking	3	0	3
		Social Science Elective	3	0	3
			<u>18</u>	<u>2</u>	<u>19</u>
SPRING SEMESTER					
ACC	221	Intermediate Accounting II	3	2	4
ECO	252	Principles of Macroeconomics	3	0	3
ACC	269	Auditing	3	0	3
BUS	115	Business Law I	3	0	3
ACC	150	Computerized General Ledger	1	2	2
		Humanities Elective	3	0	3
			<u>16</u>	<u>4</u>	<u>18</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70

ASSOCIATE DEGREE NURSING (AAS) (REGISTERED NURSING)

The Associate Degree Nursing (non-integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-R) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physician's offices, industry, and community agencies.

ADMISSION AND PROGRAM REQUIREMENTS

Courses required to meet graduation requirements in this program are offered during daytime hours.

Graduates of this program will be awarded the Associate in Applied Science Degree in Nursing.

ADMISSION PROCESS - First (Year) Level

All materials must be sent to the Admissions Office of the respective college.

The following requirements must be met **before** applicants will be considered for admission to the ADN program.

1. Complete application.
2. Provide official high school transcript or GED scores.
3. Submit an official transcript(s) from **all** colleges attended. Each transcript must reflect a 2.0 cumulative grade point average on courses accepted for transfer credit.
4. Submit three (3) references (not relatives or close friends). Example: teachers, employers, guidance counselors.
References that are not more than two years old at the time of the general admission requirement deadline will be acceptable. (Applicants must use forms provided.)
5. Complete placement tests which will be administered at the college. Applicants will be informed of the time and place for the tests. The placement tests consists of reading, English/writing skills, numerical skills and algebra (4 tests).
6. Satisfactorily complete all developmental courses required as a result of placement tests with a grade of "S," "C," or higher.

7. Prerequisite courses: Applicants are required to have completed courses in algebra, chemistry, and biology in high school (complete high school unit) or college with a grade of "C" or higher. If applicants have not taken courses, they must complete them in **college** with a grade of "C" or higher **before** consideration for admission. Algebra may be required from placement scores, even if a high school or college algebra course was successful. Prerequisite courses are not accepted from the Adult High School Diploma Program unless the student is a graduate of the program.

You are responsible for making sure that these requirements have been met and that all materials have been received by the Admissions Office. Admission requirements currently in effect must be completed.

Completion of these requirements will not guarantee admission to the program.

SELECTION PROCESS

8. All seven general admission requirements must be met.
9. If notified by the Admissions Office, eligible applicants report for the PSB-Nursing Aptitude Examination-RN. The health form will be provided with the letter of notification for the PSB-RN examination. There is a fee charged for the Aptitude test.
10. If indicated, an interview will be scheduled with an admissions counselor and the nursing director/faculty.
11. Final selection for admission is based on a review of the candidate's academic record, test results, interview responses and favorable results of a physical and emotional examinations. Examination forms are provided by the College. Written notification of acceptance will be sent by the Admissions Office and the ADN director.

All students accepted into the Associate Degree Nursing program are required to have health insurance.

All students must provide proof of cardiopulmonary resuscitation (CPR) certification on the first day of class, fall semester.

Required Courses: Students may take general/related (non-nursing) courses before acceptance in the nursing program.

Completion of these courses will help prepare but not guarantee admission into the program.

Persons admitted to the ADN program are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required to practice as a registered nurse.

Enrollment in the Associate Degree Nursing program is limited. Applicants are advised to apply early.

All applications must be updated annually. If one has applied previously, he or she must initiate the process again, including PSB-Nursing Aptitude Exam retesting.

If there are any questions, contact the Admissions Office at the respective college.

ADMISSION REQUIREMENTS - Second (year) Level

All materials must be sent to the Admissions Office of the respective college.

The following requirements must be met **before** applicants will be considered for admission to the ADN program.

1. Complete application.
2. Provide official high school transcript or GED scores.
3. Submit an official transcript(s) from **all** colleges attended. Each transcript must reflect a 2.0 cumulative grade point average on courses accepted for transfer credit.
4. Complete placement tests which will be administered at the college. Applicants will be informed of the time and place for the tests. The placement tests consists of reading, English/writing skills, numerical skills and algebra (4 tests). Placement tests are required now.
5. Satisfactorily complete all developmental courses required as a result of placement tests with a grade of "S," "C," or higher.
6. Prerequisite courses: You are required to have completed courses in algebra, chemistry, and biology in high school (complete high school unit) or college with a grade of "C" or better. If applicants have not taken classes, they must complete them in **college** with a grade of "C" or higher **before** consideration for admission. Algebra may be required from placement test scores, even if a high school or college algebra course was successful.
*Advance placement students who have completed non-college anatomy and physiology in a practical nurse program, with a grade of "C" or above, will be exempt from a prerequisite biology course.
7. Submit official copy of college, practical nursing or other nursing program transcripts (course syllabi may be required).
8. Submit evidence of current unrestricted license as a practical nurse in the state of North Carolina. The

unrestricted license must also be current at the time of acceptance into the program.

9. Submit (3) three references (not relatives or close friends), one of which must be a work reference if applicable. Example: teachers, employers, counselors. References that are not more than two years old at the time of the general admission requirement deadline will be acceptable. (Applicants must use forms provided.)
10. First year non-nursing courses (general/related) and Anatomy and Physiology II must be in progress if series is not completed.

You are responsible for making sure that these requirements have been met and that all materials have been received by the Admissions Office. Admission requirements currently in effect must be completed.

Completion of these requirements will not guarantee admission to the program.

SELECTION PROCESS AND REQUIREMENTS

11. The above criteria must be met to be eligible to take the challenge exam.
12. Report for the challenge exam when notified by the Admissions Office. A fee is charged for the exam.
13. If eligible the Admissions Office will notify students to report for the PSB-Nursing School aptitude Examination R.N. A fee is charged for the Aptitude exam.
14. If indicated, an interview will be scheduled with an admissions counselor and the Nursing Director/Faculty.
15. If eligible, applicants will be notified of when and where to register for the nursing transition course (NUR 100). Health forms will be provided with notification to register for NUR 100.
16. LPN's must complete the nursing role transition course NUR 100 with a grade of "C" or above prior to summer admission. Anatomy and Physiology III may be taken with NUR 100.
17. Before summer admission, applicants must complete the following first year non-nursing courses with a grade of "C" or above:

BIO 165	ENG 113
BIO 166	HUM 211
BIO 175	PSY 150
ENG 111	PSY 241

18. Final selection for admission is based on a review of the candidate's academic record, test results, interview responses and favorable results of the physical and emotional examinations. NUR 100 must also be completed with a grade of "C" or higher. Written notifications of acceptance will be sent by the Admissions Officer and the ADN Director.

APPLICATION DECISION PROCESS FOR FIRST- AND SECOND-YEAR APPLICANTS

Prospective nursing candidates residing in the three-service area counties of North Carolina should apply to their respective colleges. Other applicants may apply to the college of their convenience. Priority will be given to service area applicants first, then other North Carolina residents, then out-of-state residents.

Applications will be accepted as openings occur with priority on the basis of the highest cumulative average on the nursing aptitude exam, the nursing challenge exam, and the interview.

Should openings develop for which no qualified service area applicants are available, priority will be given on the basis of highest scores to qualified applicants from the service areas of the other consortium colleges.*

*Any duplication of scores and completion dates will be resolved on the basis of highest average on prerequisite courses.

Any person completing the admissions requirements and not accepted to the fall or summer class may reapply for admission and request PSB-Nursing School Aptitude Exam-RN retesting the following year. The more recent test score will be used for admission consideration.

Persons reapplying will be considered by the above criteria. Applications must be updated annually.

INTRA-CONSORTIUM TRANSFER/RE-ENTRY POLICY

1. All requests for re-entry into the nursing program must be approved by the Admissions Director and the Nursing Director prior to implementation.
2. Only one re-entry for course failure will be considered between consortium member college or from other nursing programs.
3. Students must remain with the college of entry during the program regardless of residence.

STUDENTS DESIRING ADMITTANCE AND TRANSFER OF CREDITS FROM SCHOOLS OUTSIDE THE CONSORTIUM

Students will comply with the following:

1. Completion of the admission requirements as stated in the Admission Policy - Admission for First Year Students, or Advanced Placement Students.
2. Written notification by the student to the Consortium Director and Admissions Director of the desired college of intent to transfer.
3. Submission of transcripts from former nursing program(s) and other post-secondary work for which the student requests transfer credit.
4. Transcripts are evaluated by the designated individual at the institution and the Consortium Director. They determine course eligibility for transfer credit into the nursing curriculum.
5. Completion of Challenge Exams is required if nursing courses submitted for transfer credit are more than two years old as evidenced by the date of completion of the course(s). See Challenge Exam Policy for requirements.
6. Individual consideration will be determined by the circumstances, admission decision process policies and space availability.

Upon completion of the program graduates will be able to:

1. Utilize the nursing process when caring for individuals.
2. Perform technical skills and practice current technology at a safe level.
3. Function in the role of provider of care, manager of care, and member within the discipline of nursing.
4. Function within a variety of health care settings where there is recourse to supervision from a more experienced, better prepared person (nurse) and where procedures and protocols are established.
5. Be accountable and practice within the ethical and legal framework of nursing.
6. Apply principles of the biological, physical, social and behavioral sciences in performing independent, dependent and interdependent nursing functions.
7. Manage nursing care for patients with common, well-defined health problems.

FOOTHILLS NURSING CONSORTIUM - CURRICULUM PLAN ASSOCIATE DEGREE NURSING, REGISTERED NURSING (T059)

Cleveland Community College

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
NUR 115	5	Communications:	
NUR 125	8	ENG 111	3
NUR 135	9	ENG 113	3
NUR 185	5	Humanities:	
NUR 235	10	HUM 211	3
NUR 117	2	Social/Behavioral Science:	
NUR 113	3	PSY 150	3
NUR 233	2	PSY 241	3
NUR 244	2	Natural Science	
BIO 155	3	BIO 165	4
or		BIO 166	4
NUR 189	3	BIO 175	3
Total Major Hours: 49			

Total General Education Hours: 26

Other Required Courses

ACA 115 1

Total Other Required Hours: 1

TOTAL REQUIRED SEMESTER HOURS: 76

FOOTHILLS NURSING CONSORTIUM - CURRICULUM PLAN
SUGGESTED SEQUENCE OF COURSES
 ASSOCIATE DEGREE NURSING, REGISTERED NURSING

FIRST LEVEL			Hours Per Week			
			Class	Lab	Clinical	Credit
FALL SEMESTER						
NUR	115	Fundamentals of Nursing	2	3	6	5
NUR	117	Pharmacology	1	3	0	2
BIO	165	Anatomy & Physiology I	3	3	0	4
PSY	150	General Psychology	3	0	0	3
ACA	115	Success and Study Skills	0	2	0	1
BIO*	155	Nutrition	3	0	0	3
			<u>12</u>	<u>11</u>	<u>6</u>	<u>18</u>

*Generic Students Only

SPRING SEMESTER						
NUR	135	Adult Nursing I	5	3	9	9
NUR	133	Nursing Assessment	2	3	0	3
BIO	166	Anatomy & Physiology II	3	3	0	4
NUR**	189	Nursing Transition	(1)	(3)	0	2
			<u>10</u>	<u>9</u>	<u>0</u>	<u>16</u>

**LPN's only

SUMMER TERM						
NUR	185	Mental Health Nursing	3	0	6	5
BIO	175	General Microbiology	2	2	0	3
PSY	241	Developmental Psychology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
			<u>11</u>	<u>2</u>	<u>6</u>	<u>14</u>

SECOND LEVEL

FALL SEMESTER						
NUR	125	Maternal-Child Nursing	5	3	6	8
NUR	233	Leadership in Nursing	2	0	0	2
ENG	113	Literature Research	3	0	0	3
			<u>10</u>	<u>3</u>	<u>6</u>	<u>13</u>

SPRING SEMESTER

NUR	235	Adult Nursing II	4	3	15	10
NUR	244	Issues & Trends	2	0	0	2
HUM	211	Humanities I	3	0	0	3
			<u>9</u>	<u>3</u>	<u>15</u>	<u>15</u>

TOTAL REQUIRED SEMESTER HOURS: 76

BROADCASTING AND PRODUCTION TECHNOLOGY (AAS)

Students enrolled in the Broadcasting and Production Technology curriculum will develop professional skills in radio, television, audio, video, and related applications.

Training will emphasize speech, script writing, production planning, editing, and post production. Students will also study the development of the broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to enter broadcasting, production, and related industries in a variety of occupations.

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
BPT 110	3		
BPT 111	3		
BPT 112	4		
BPT 113	3		
BPT 140	2		
BPT 231	4		
BPT 255	3		
BPT 232	4		
BPT 250	3		
BPT 235	2		
BPT 236	2		
BPT 220	3		
BUS 115	3		
CIS 110	3		
CIS 165	3		
BPT 196	1		
SOC 210	3		
Total Major Hours: 49			
		Communications:	
		ENG 111	3
		COM 231	3
		ENG 112	3
		or	
		ENG 113	3
		Humanities/Fine Arts: Select one	
		ART 111	3
		ENG 231	3
		ENG 232	3
		ENG 241	3
		ENG 242	3
		HUM 122	3
		HUM 170	3
		HUM 211	3
		MUS 110	3
		PHI 210	3
		PHI 240	3
		REL 211	3
		REL 212	3
		REL 221	3
		Social/Behavioral Science:	
		Select one	
		PSY 150	3
		Natural Science/Mathematics	
		MAT 161	3
		Total General Education Hours: 18	
		Other Required Courses	
		ACA 115	1
		Total Other Required Hours: 1	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

SUGGESTED SEQUENCE OF COURSES BROADCASTING AND PRODUCTION TECHNOLOGY

FIRST YEAR			HOURS		
FALL SEMESTER					
BPT	110	Intro to Broadcasting	3	0	3
BPT	111	Broadcast Law & Ethics	3	0	3
BPT	140	Intro to TV Systems	2	0	2
BUS	115	Business Law I	3	0	3
ACA	115	Success and Study Skills	0	2	1
ENG	111	Expository Writing	3	0	3
CIS	110	Introduction to Computers	2	2	3
			16	4	18

SPRING SEMESTER					
BPT	112	Broadcasting Writing	3	2	4
BPT	113	Broadcast Sales	3	0	3
PSY	150	General Psychology	3	0	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
			12	2	13

SUMMER TERM					
BPT	235	TV Performance I (8 wks)	0	6	2
BPT	196	Sem in Contemp			
		Broadcasting & Issues	1	0	1
BPT	255	Computer-Based Production	2	3	3
BPT	220	Broadcast Marketing	3	0	3
		Humanities/Fine Arts Elective	3	0	3
			9	9	12

SECOND YEAR					
FALL SEMESTER					
BPT	231	Video/TV Production I	2	6	4
COM	231	Public Speaking	3	0	3
MAT	161	College Algebra	3	0	3
			8	6	10

SPRING SEMESTER					
BPT	232	Video/TV Production II	2	6	4
BPT	250	Institutional Video	2	3	3
CIS	165	Desktop Publishing	2	2	3
BPT	236	TV Performance II (8 wks)	0	6	2
SOC	210	Introduction to Sociology	3	0	3
			9	17	15

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

BUSINESS ADMINISTRATION (AAS)

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.

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses	Credit Hours
ACC	120	4		
BUS	115	3		
BUS	137	3		
MKT	120	3		
ECO	251	3		
BUS	121	3		
BUS	260	3		
ECO	252	3		
BUS	110	3		
ACC	121	4		
BUS	116	3		
BUS	153	3		
BUS	225	3		
BUS	253	3		
CIS	110	3		
CIS	120	3		
Total Major Hours: 50				
			Communications:	
			ENG 111	3
			COM 231	3
			ENG 112 or ENG 113	3
			Humanities/Fine Arts: Select one	
			ART 111	3
			ENG 231	3
			ENG 232	3
			ENG 233	3
			ENG 241	3
			ENG 242	3
			HUM 122	3
			HUM 170	3
			HUM 211	3
			MUS 110	3
			PHI 210	3
			PHI 240	3
			REL 211	3
			REL 212	3
			REL 221	3
			Social/Behavioral Science:	
			Select one	
			PSY 150	3
			SOC 210	3
			Natural Science/Mathematics:	
			Select one	
			MAT 161	3
			MAT 140	3
			Total General Education Hours: 18	
			Other Required Courses	
			ACA 115	1
			Total Other Required Hours: 1	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69

SUGGESTED SEQUENCE OF COURSES BUSINESS ADMINISTRATION

FIRST YEAR			HOURS		
			CLASS	LAB	CREDIT
FALL SEMESTER					
BUS	110	Introduction to Business	3	0	3
BUS	115	Business Law I	3	0	3
COM	231	Public Speaking	3	0	3
BUS	121	Business Math	2	2	3
ENG	111	Expository Writing	3	0	3
ACA	115	Success and Study Skills	0	2	1
			<hr/>	<hr/>	<hr/>
			14	4	16
SPRING SEMESTER					
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
BUS	116	Business Laww II	3	0	3
PSY	150	General Psychology	3	0	3
or					
SOC	210	Intro to Sociology	3	0	3
CIS	110	Introduction to Computers	2	2	3
MKT	120	Principles of Marketing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
or					
MAT	161	College Algebra	3	0	3
			<hr/>	<hr/>	<hr/>
			17	2	18
SECOND YEAR					
FALL SEMESTER					
ACC	120	Principles of Accounting I	3	2	4
BUS	137	Principles of Management	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
CIS	120	Spreadsheet I	2	2	3
BUS	260	Business Communications	3	0	3
BUS	253	Leadership and			
		Management Skills	3	0	3
			<hr/>	<hr/>	<hr/>
			17	4	19
SPRING SEMESTER					
ACC	121	Principles of Accounting II	3	2	4
ECO	252	Principles of Macroeconomics	3	0	3
BUS	225	Business Finance	3	0	3
BUS	153	Human Resource Management	2	2	3
		Humanities Elective	3	0	3
			<hr/>	<hr/>	<hr/>
			14	4	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69

BUSINESS ADMINISTRATION – MARKETING AND RETAILING (AAS)

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
ACC 120	4		
BUS 115	3		
BUS 137	3		
MKT 120	3		
ECO 251	3		
MKT 122	3		
MKT 123	3		
MKT 220	3		
MKT 225	3		
CIS 110	3		
CIS 120	3		
OST 286	2		
MKT 125	3		
BUS 280	4		
Select one:			
MKT 226	3		
MKT 227	3		
Select one:			
BUS 260	3		
BUS 240	3		
Total Major Hours: 49			
		Communications:	
		ENG 111	3
		COM 231	3
		ENG 112 or ENG 113	3
		Humanities/Fine Arts: Select one	
		ART 111	3
		ENG 231	3
		ENG 232	3
		ENG 233	3
		ENG 241	3
		ENG 242	3
		HUM 122	3
		HUM 170	3
		HUM 211	3
		MUS 110	3
		PHI 210	3
		PHI 240	3
		REL 211	3
		REL 212	3
		REL 221	3
		Social/Behavioral Science:	
		Select one	
		PSY 150	3
		SOC 210	3
		Natural Science/Mathematics:	
		Select one	
		MAT 161	3
		MAT 140	3
		Total General Education Hours: 18	
		Other Required Courses	
		ACA 115	1
		Total Other Required Hours: 1	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

SUGGESTED SEQUENCE OF COURSES

BUSINESS ADMINISTRATION – MARKETING AND RETAILING

FIRST YEAR			HOURS		
			CLASS	LAB	CREDIT
FALL SEMESTER					
MKT	120	Principles of Marketing	3	0	3
BUS	115	Business Law I	3	0	3
MKT	123	Fundamentals of Selling	3	0	3
ENG	111	Expository Writing	3	0	3
ACA	115	Success and Study Skills	0	2	1
		Humanities/Fine Arts	3	0	3
			<hr/>	<hr/>	<hr/>
			15	2	16

SPRING SEMESTER

BUS	127	Principles of Management	3	0	3
MKT	122	Visual Merchandising	3	0	3
MKT	125	Buying and Merchandising	3	0	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
CIS	110	Introduction to Computers	3	0	3
COM	231	Public Speaking	3	0	3
			<hr/>	<hr/>	<hr/>
			18	0	18

SECOND YEAR

FALL SEMESTER

MKT	226	Retail Applications	3	0	3
or					
MKT	227	MKT Applications	3	0	3
ACC	120	Principles of Accounting I	3	2	4
MKT	220	Advertising and Sales Promotion	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
		Natural Science/Mathematics	3	0	3
			<hr/>	<hr/>	<hr/>
			15	2	16

SPRING SEMESTER

MKT	225	Marketing Research	3	0	3
OST	286	Professional Development	2	0	2
BUS	280	REAL Small Business	4	0	4
CIS	120	Spreadsheet I	2	2	3
		Social Behavioral Science	3	0	3
BUS	240	Business Ethics	3	0	3
or					
BUS	260	Business Communications	3	0	3
			<hr/>	<hr/>	<hr/>
			17	2	18

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

CRIMINAL JUSTICE TECHNOLOGY (AAS)

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	Choose 3 hours from the following:		
CJC	111	3	HIS	111	3
CJC	112	3	HIS	112	3
CJC	113	3	HIS	131	3
CJC	131	3	HIS	132	3
CJC	212	3	POL	120	3
CJC	221	4	POL	220	3
CJC	231	3			
Choose 15 hours from the following:			Total Major Hours: 49		
CJC	132	3	General Education Courses		
CJC	121	3	Communications:		
CJC	141	3	ENG	111	3
CJC	214	3	ENG	112 or ENG 113	3
CJC	151	3	Humanities/Fine Arts: Select one		
CJC	211	2	ART	111	3
CJC	222	3	ENG	231	3
CJC	215	3	ENG	232	3
CJC	225	3	ENG	233	3
CJC	213	3	ENG	241	3
CJC	233	3	ENG	242	3
CJC	232	3	HUM	122	3
CJC	223	3	HUM	170	3
CJC	122	3	HUM	211	3
CJC	241	3	MUS	110	3
CJC	191	1	PHI	210	3
CJC	291	1	PHI	240	3
COE	111	1	REL	211	3
Choose 3 hours from the following:			REL	212	3
PSY	135	3	REL	221	3
PSY	239	3	Social/Behavioral Science		
PSY	241	3	SOC	210	3
PSY	243	3	Natural Science/Mathematics		
PSY	281	3	MAT	161	3
SOC	213	3	Total General Education Hours: 15		
SOC	220	3	Other Required Courses		
Choose 6 hours from the following:			ACA	115	1
CIS	110	3	COM	231	3
CIS	115	3	PSY	150	3
CIS	130	3	Total Other Required Hours: 7		
CIS	120	3			
CIS	260	3			
CIS	165	3			
CIS	169	2			
CIS	220	2			

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 71

SUGGESTED SEQUENCE OF COURSES CRIMINAL JUSTICE TECHNOLOGY

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
CJC	111	Intro to Criminal Justice	3	0	3
CJC	112	Criminology	3	0	3
CJC	121	Law Enforcement Operations	3	0	3
ENG	111	Expository Writing	3	0	3
SOC	210	Intro to Sociology	3	0	3
ACA	115	Success and Study Skills	0	2	1
		Choose 3 hours of POL or HIS	3	0	3
			18	2	19
SPRING SEMESTER					
CJC	113	Juvenile Justice	3	0	3
CJC	131	Criminal Law	3	0	3
CJC	132	Court Procedure and Evidence	3	0	3
PSY	150	General Psychology	3	0	3
MAT	161	College Algebra	3	0	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
			18	0	18
SECOND YEAR					
FALL SEMESTER					
CJC	212	Ethics & Community Relations	3	0	3
CJC	221	Investigative Principles	3	2	4
CJC	141	Corrections	3	0	3
		Humanities/Fine Arts	3	0	3
		Choose 3 hours of PSY or SOC	3	0	3
		Choose any CIS	3	0	3
			18	2	19
SPRING SEMESTER					
CJC	231	Constitutional Law	3	0	3
CJC	214	Victimology	3	0	3
COM	231	Public Speaking	3	0	3
		Choose any CIS	3	0	3
Choose 3 hours:					
CJC	191	Selected Topics in Corrections	0	3	1
CJC	291	Selected Topics in Criminal Justice	0	3	1
COE	111	Co-op Work Experience	0	10	1
CJC	211	Counseling	3	0	3
			15	16	15

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 71

EARLY CHILDHOOD ASSOCIATE (AAS)

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

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

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

COURSE AND HOUR REQUIREMENTS

PROFESSIONAL BUSINESS AND MANAGEMENT OPTION (AAS)

Major Courses	Credit Hours	General Education Courses	Credit Hours
COE 111	1		
EDU 131	3		
EDU 146	3		
EDU 221	3		
EDU 111	2		
EDU 144	3		
EDU 145	3		
Choose One:		Communications:	
EDU 112	2	ENG 111	3
EDU 113	2	ENG 112 or ENG 113	3
		Humanities/Fine Arts: Select one	
		ART 111	3
		ENG 231	3
		ENG 232	3
		ENG 233	3
		ENG 241	3
		ENG 242	3
		HUM 122	3
		HUM 170	3
		HUM 211	3
		MUS 110	3
		PHI 210	3
		PHI 240	3
		REL 211	3
		REL 212	3
		REL 221	3
Prof. Business and Management Option		Social/Behavioral Science: Select one	
BUS 137	3	PSY 150	3
BUS 110	3		
CIS 110	3	Natural Science/Mathematics: Select one	
Remaining Major Hours:		MAT 161	3
EDU 153	3	MAT 140	3
EDU 234	3		
EDU 259	3	Total General Education Hours: 15	
EDU 261	2	Other Required Courses	
HEA 111	2	ACA 115	1
SOC 210	3	COM 231	3
ACC 120	4	Total Other Required Hours: 4	
Total Major Hours: 49			

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

**SUGGESTED SEQUENCE OF COURSES
EARLY CHILDHOOD ASSOCIATE
PROFESSIONAL BUSINESS AND MANAGEMENT OPTION**

FIRST YEAR			HOURS		
			CLASS	LAB	CREDIT
FALL SEMESTER					
ACA	115	Success and Study Skills	0	2	1
CIS	110	Introduction to Computers	2	2	3
EDU	111	Early Childhood Credential I	2	0	2
EDU	144	Child Development I	3	0	3
EDU	153	Health, Safety, & Nutrition	3	0	3
ENG	111	Expository Writing	3	0	3
PSY	150	General Psychology	3	0	3
			<u>16</u>	<u>4</u>	<u>18</u>
SPRING SEMESTER					
BUS	110	Intro to Business	3	0	3
EDU	112	Early Childhood Credential II	2	0	2
or					
EDU	113	Family Childhood Credential	2	0	2
EDU	145	Child Development II	3	0	3
EDU	146	Child Guidance	3	0	3
COM	231	Public Speaking	3	0	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
			<u>17</u>	<u>0</u>	<u>17</u>
SECOND YEAR					
FALL SEMESTER					
ACC	120	Principles of Accounting	3	2	4
EDU	131	Children, Family, and Community	3	0	3
EDU	221	Children with Special Needs	3	0	3
MAT	161	College Algebra	3	0	3
or					
MAT	140	Survey of Math	3	0	3
SOC	210	Introduction to Sociology	3	0	3
			<u>15</u>	<u>0</u>	<u>16</u>
SPRING SEMESTER					
COE	111	Co-op Work Experience I	0	10	1
BUS	137	Principles of Management	3	0	3
EDU	234	Infants, Toddlers, and Two's	3	0	3
EDU	259	Curriculum Planning	3	0	3
EDU	261	Early Childhood Administration I	2	0	2
HEA	111	First Aid and Safety	1	2	2
		Humanities/Fine Arts Elective	3	0	3
			<u>15</u>	<u>12</u>	<u>17</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

COURSE AND HOUR REQUIREMENTS PROFESSIONAL FUNDAMENTALS OPTION (AAS)

Major Courses	Credit Hours	General Education Courses	Credit Hours
COE 111	1	Communications:	
EDU 131	3	ENG 111	3
EDU 146	3	ENG 112 or ENG	3
EDU 221	3		
EDU 111	2		
EDU 144	3		
EDU 145	3		
Choose One:		Humanities/Fine Arts: Select one	
EDU 112	2	ART 111	3
EDU 113	2	ENG 231	3
		ENG 232	3
		ENG 233	3
		ENG 241	3
		ENG 242	3
		HUM 122	3
		HUM 170	3
		HUM 211	3
		MUS 110	3
		PHI 210	3
		PHI 240	3
		REL 211	3
		REL 212	3
		REL 221	3
Prof. Fundamentals Option		Social/Behavioral Science: Select one	
PSY 243	3	PSY 150	3
SOC 210	3		
SOC 213	3	Natural Science/Mathematics: Select One	
		MAT 161	3
		MAT 140	3
Remaining Major Hours		Total General Education Hours: 15	
CIS 110	3		
EDU 153	3	Other Required Courses	
EDU 261	2	ACA 115	1
EDU 259	3	COM 231	3
EDU 151	3		
EDU 185	3	Total Other Required Hours: 4	
EDU 251	3		
HEA 111	2		
Total Major Hours: 51			

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70

**SUGGESTED SEQUENCE OF COURSES
EARLY CHILDHOOD ASSOCIATE
PROFESSIONAL FUNDAMENTALS OPTION**

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
ENG	111	Expository Writing	3	0	3
EDU	111	Early Childhood Credentials I	2	0	2
EDU	144	Child Development I	3	0	3
ACA	115	Success and Study Skills	0	2	1
PSY	150	General Psychology	3	0	3
EDU	153	Health, Safety, Nutrition	3	0	3
EDU	151	Creative Activities	3	0	3
			<hr/>	<hr/>	<hr/>
			17	2	18

SPRING SEMESTER

EDU	112	Early Childhood Credentials II	2	0	2
or					
EDU	113	Family Childhood Credential	2	0	2
EDU	145	Child Development II	3	0	3
EDU	146	Child Guidance	3	0	3
EDU	185	Cognitive and Language Activities	3	0	3
PSY	243	Child Psychology	3	0	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
			<hr/>	<hr/>	<hr/>
			17	0	17

SECOND YEAR

FALL SEMESTER

EDU	131	Child, Family, Community	3	0	3
EDU	221	Children with Special Needs	3	0	3
EDU	251	Exploration Activities	3	0	3
CIS	110	Intro to Computers	2	2	3
MAT	140	Survey of Mathematics	3	0	3
or					
MAT	161	College Algebra	3	0	3
SOC	210	Intro to Sociology	3	0	3
			<hr/>	<hr/>	<hr/>
			17	2	18

SPRING SEMESTER

EDU	261	Early Childhood Administration I	2	0	2
EDU	259	Curriculum Planning	3	0	3
COE	111	Co-op Work Experience I	0	10	1
COM	231	Public Speaking	3	0	3
HEA	111	First Aid and Safety	1	2	2
SOC	213	Sociology of the Family	3	0	3
		Humanities/Fine Arts	3	0	3
			<hr/>	<hr/>	<hr/>
			15	12	17

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70

ELECTRONICS ENGINEERING TECHNOLOGY (AAS)

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses	Credit Hours
ELC	131	5		
ELN	131	4		
ELN	132	4		
ELN	133	4		
ELN	232	4		
MAT	162	3		
PHY	131	4		
ELN	150	2		
ELN	231	3		
ELN	233	4		
ELC	128	3		
ELN	135	3		
EGR	285	2		
ELN	229	4		
CIS	110	3		
CIS	215	3		
Total Major Hours: 55				
			Communications:	
			ENG 111	3
			ENG 112	3
			or	
			ENG 113	3
			Humanities/Fine Arts: Select one	
			ART 111	3
			ENG 231	3
			ENG 232	3
			ENG 233	3
			ENG 241	3
			ENG 242	3
			HUM 122	3
			HUM 170	3
			HUM 211	3
			MUS 110	3
			PHI 210	3
			PHI 240	3
			REL 211	3
			REL 212	3
			REL 221	3
			Social/Behavioral Science: Select one	
			PSY 150	3
			Natural Science/Mathematics	
			MAT 161	3
			Total General Education Hours: 15	
			Other Required Courses	
			ACA 115	1
			COM 231	3
			Total Other Required Hours: 4	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 74

SUGGESTED SEQUENCE OF COURSES ELECTRONICS ENGINEERING TECHNOLOGY

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
ELC	131	DC/AC Circuit Analysis	4	3	5
ELN	133	Digital Electronics	3	3	4
ENG	111	Expository Writing	3	0	3
MAT	161	College Algebra	3	0	3
CIS	110	Introduction to Computers	2	2	3
ACA	115	Success and Study Skills	0	2	1
			15	10	19
SPRING SEMESTER					
ELN	131	Electronic Devices	3	3	4
ELN	232	Intro to Microprocessors	3	3	4
ENG	112	Argument-Based Research	3	0	3
MAT	162	College Trigonometry	3	0	3
			12	6	14
SUMMER TERM					
ELN	150	CAD for Electronics	1	3	2
PSY	150	General Psychology	3	0	3
			4	3	5
SECOND YEAR					
FALL SEMESTER					
ELN	132	Linear IC Applications	3	3	4
ELN	233	Microprocessor Systems	3	3	4
ELN	135	Electronic Circuits	2	3	3
PHY	131	Physics-Mechanics	3	2	4
CIS	215	Hardware installation	2	3	3
			13	14	18
SPRING SEMESTER					
COM	231	Public Speaking	3	0	3
ELN	231	Industrial Controls	2	3	3
ELN	229	Industrial Electronics	2	4	4
ELC	128	Intro to PLC	2	3	4
			9	10	13
SUMMER TERM					
EGR	285	Design Project	0	4	2
		Humanities/Fine Arts	3	0	3
			3	4	5

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 74

FIRE PROTECTION TECHNOLOGY (AAS)

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses		Credit Hours
FIP	120	2	Communications:		
FIP	124	3	ENG	111	3
FIP	128	3	ENG	112	3
FIP	230	5	or		
FIP	220	3	ENG	113	3
FIP	256	2	Humanities/Fine Arts: Select one		
FIP	132	3	ART	111	3
FIP	140	2	ENG	231	3
FIP	152	2	ENG	232	3
FIP	136	3	ENG	233	3
FIP	276	3	ENG	241	3
FIP	236	2	ENG	242	3
FIP	144	3	HUM	122	3
FIP	260	3	HUM	170	3
FIP	156	2	HUM	211	3
Select 8 hours:			MUS	110	3
CHM	151	4	PHI	210	3
CHM	121	3	PHI	240	3
COE	111	1	REL	211	3
ECO	251	3	REL	212	3
ECO	252	3	REL	221	3
POL	120	3	Social/Behavioral Science:		
PHY	101	4	Select one		
Total Major Hours: 49			PSY	150	3
			Natural Science/Mathematics		
			MAT	161	3
			Total General Education Hours: 15		
			Other Required Courses		
			ACA	115	1
			COM	231	3
			Total Other Required Hours: 4		

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

SUGGESTED SEQUENCE OF COURSES FIRE PROTECTION TECHNOLOGY

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
FIP	120	Introduction to Fire Protection	2	0	2
FIP	124	Fire Prevention and Public Education	3	0	3
FIP	140	Industrial Fire Protection	2	0	2
FIP	144	Sprinklers and Auto Alarms	2	2	3
ENG	111	Expository Writing	3	0	3
ACA	115	Success and Study Skills	0	2	1
MAT	161	College Algebra	3	0	3
			15	4	17

SPRING SEMESTER

FIP	128	Fire Detection and Investigation	3	0	3
FIP	132	Building Construction	3	0	3
FIP	230	Chemistry of Hazardous Materials I	5	0	5
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
PSY	150	General Psychology	3	0	3
			17	0	17

SECOND YEAR

FALL SEMESTER

FIP	136	Inspection and Codes	3	0	3
FIP	152	Fire Protection Law	2	0	2
FIP	156	Computers in Fire Service	1	2	2
FIP	236	Emergency Management	2	0	2

Select 8 hours:

CHM	151	General Chemistry I	3	3	4
COE	111	Co-op Work Experience	0	10	1
ECO	251	Prin of Microeconomics	3	0	3
ECO	252	Prin of Macroeconomics	3	0	3
POL	120	American Government	3	0	3
PHY	101	Fundamentals of Physics	3	2	4
					17

SPRING SEMESTER

FIP	220	Firefighting Strategies	3	0	3
FIP	256	Municipal Public Relations	2	0	2
FIP	260	Fire Protection Planning	3	0	3
FIP	276	Managing Fire Services	3	0	3
COM	231	Public Speaking	3	0	3
		Humanities/Fine Arts Elective	3	0	3
			17	0	17

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

GENERAL OCCUPATIONAL TECHNOLOGY (AAS)

The General Occupational Technology Associate degree is designed to allow students or Business and Industry to prescribe a course of study to meet specific needs not addressed in other curriculum offerings. Due to the flexibility of this program offering, students pursuing this degree should do so under the guidance of a curriculum Dean working with their assigned advisor.

The following restrictions apply to the student pursuing the General Occupational Technology Associate degree:

1. Each student pursuing this degree must earn a minimum of 21 semester hours credit (shc) within this degree. (These hours cannot be transferred from other earned degrees or other colleges.)
2. Students pursuing this degree should declare their intentions by designing a course of study along with their advisor that would meet their specific goals.
3. The student's declaration of intentions should demonstrate how course content will meet their specific goals.

Major Hours:

Prefixes for major courses for curriculums approved to be offered by the college.

46 hours minimum

Other Required Courses:

18 SHC from a combination of core courses for curriculums approved to be offered by the college.

18 SHC

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 64-76

INDUSTRIAL MANAGEMENT TECHNOLOGY (AAS)

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses		Credit Hours
ISC	112	2	Communications:		
ISC	132	3	ENG	111	3
ISC	133	2	ENG	112	3
ISC	135	3	COM	231	3
ISC	136	3	Humanities/Fine Arts: Select one		
ISC	233	3	ART	111	3
ISC	128	2	ENG	231	3
MEC	111	3	ENG	232	3
ISC	110	1	ENG	233	3
OMT	150	3	ENG	241	3
OMT	155	3	ENG	242	3
ISC	221	3	HUM	122	3
ISC	170	3	HUM	170	3
CIS	110	3	MUS	110	3
CIS	120	3	HUM	211	3
CIS	152	3	PHI	210	3
ISC	235	3	PHI	240	3
BUS	115	3	REL	211	3
Total Major Hours: 49			REL	212	3
			REL	221	3
			Social/Behavioral Science:		
			Select one		
			PSY	150	3
			SOC	210	3
			Natural Science/Mathematics:		
			Select one		
			MAT	140	3
			MAT	161	3
			Total General Education Hours: 18		
			Other Required Courses		
			ACA	115	1
			Total Other Required Hours: 1		

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

SUGGESTED SEQUENCE OF COURSES INDUSTRIAL MANAGEMENT TECHNOLOGY

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
ISC	110	Workplace Safety	1	0	1
ISC	112	Industrial Safety	2	0	2
ISC	135	Principles of Industrial Management	3	0	3
OMT	150	Operation Mgmt Behavioral Sciences	3	0	3
CIS	110	Introduction to Computers	2	2	3
ACA	115	Success & Study Skills	0	2	1
MEC	111	Machine Processes I	2	3	3
ENG	111	Expository Writing	3	0	3
			16	7	19

SPRING SEMESTER

ISC	132	Manufacturing Quality Control	2	3	3
ISC	133	Manufacturing Management Practices	2	0	2
CIS	120	Spreadsheet I	2	2	3
ISC	128	Industrial Leadership	2	0	2
ENG	112	Argument-Based Research	3	0	3
MAT	140	Survey of Mathematics	3	0	3
or					
MAT	161	College Algebra I	3	0	3
			14	5	16

SECOND YEAR

FALL SEMESTER

ISC	170	Problem Solving Skills	3	0	3
COM	231	Public Speaking	3	0	3
ISC	221	Statistical Quality Control	3	0	3
ISC	136	Productivity Analysis I	2	3	3
CIS	152	Database Concepts & Applications	2	2	3
			13	5	15

SPRING SEMESTER

ISC	233	Industrial Organization & Mgmt	3	0	3
ISC	235	Management Problems	3	0	3
OMT	155	Meeting and Presentation Skills	3	0	3
BUS	115	Business Law I	3	0	3
PSY	150	General Psychology	3	0	3
or					
SOC	210	Intro to Sociology	3	0	3
		Humanities/Fine Arts Selection	3	0	3
			18	0	18

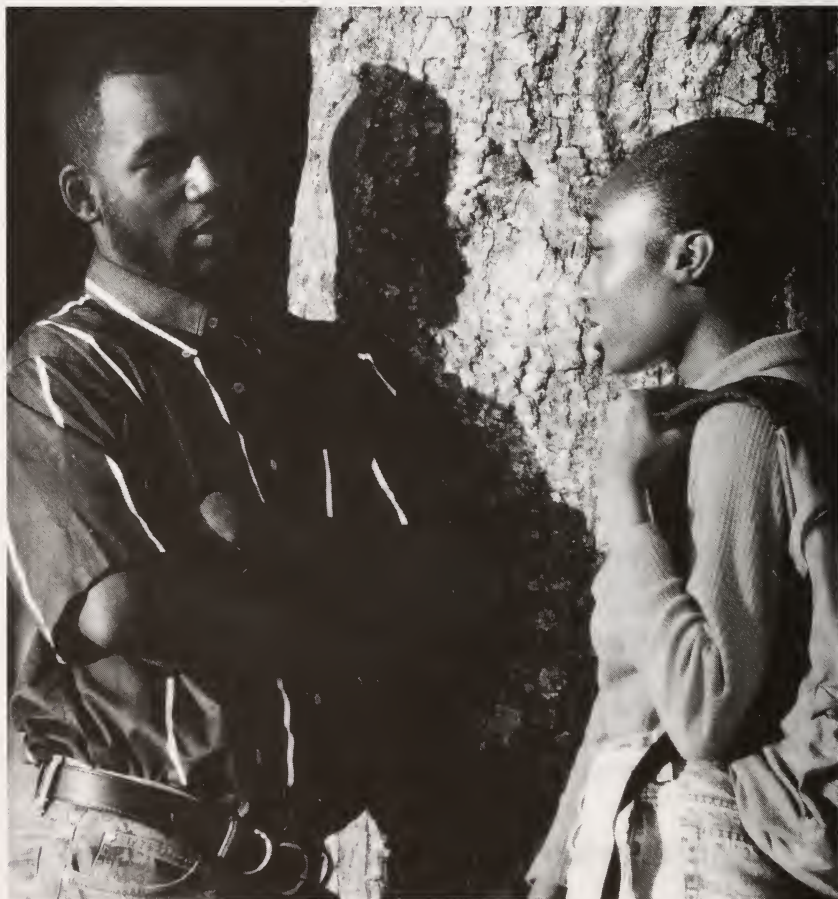
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

INFORMATION SYSTEMS (AAS)

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

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

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



COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses		Credit Hours
CIS	115	3	Communications:		
CIS	130	3	ENG	111	3
CIS	152	3	ENG	112	3
CIS	110	3	COM	231	3
NET	110	3	Humanities/Fine Arts: Select one		
ACC	120	4	ART	111	3
CIS	215	3	ENG	231	3
CIS	216	2	ENG	232	3
CIS	225	2	ENG	233	3
OST	286	2	ENG	241	3
CIS	217	3	ENG	242	3
OST	136	2	HUM	122	3
CIS	120	3	HUM	170	3
Select 14 hours from the following:			MUS	110	3
			HUM	211	3
			PHI	210	3
			PHI	240	3
			REL	211	3
			REL	212	3
			REL	221	3
			Social/Behavioral Science: Select one		
			PSY	150	3
			SOC	210	3
Total Major Hours: 50			Natural Science/Mathematics		
			MAT	151	3
			Total General Education Hours: 18		
			Other Required Courses		
			ACA	115	1
			Total Other Required Hours: 1		

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69

SUGGESTED SEQUENCE OF COURSES INFORMATION SYSTEMS

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
ACA	115	Success and Study Skills	0	2	1
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
OST	136	Word Processing	1	2	2
ACC	120	Principles of Accounting I	3	2	4
			9	8	13
SPRING SEMESTER					
CIS	130	Survey of Operating Systems	2	3	3
CIS	120	Spreadsheet I	2	2	3
CIS	152	Database Concepts and Applications	2	2	3
NET	110	Data Communications/Networking	2	2	3
ENG	112	Argument-Based Research	3	0	3
			11	9	15
SUMMER TERM					
PSY	150	General Psychology	3	0	3
or					
SOC	210	Introduction to Sociology	3	0	3
		Major Elective Choice			
		Humanities/Fine Arts Elective	3	0	3
		Major Elective Choice			
SECOND YEAR					
FALL SEMESTER					
CIS	115	Introduction to Logic	2	2	3
CIS	215	Hardware Installation/Maintenance	2	3	3
COM	231	Public Speaking	3	0	3
CIS	225	Integrated Software	1	2	2
		Major Elective Choice			
SPRING SEMESTER					
OST	286	Professional Development	2	0	2
CIS	217	Computer Training and Support	2	2	3
MAT	151	Statistics I	3	0	3
CIS	216	Software Installation/Maintenance	1	2	2
		Major Elective Choice			
		Major Elective Choice			

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69

INFORMATION SYSTEMS – PROGRAMMING (AAS)

Programming is a concentration under the curriculum title of Information Systems. This curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses	Credit Hours
CIS	115	3	Communications:	
CIS	130	3	ENG 111	3
CIS	152	3	COM 231	3
CIS	110	3	ENG 112	3
NET	110	3	or	
ACC	120	4	ENG 113	3
OST	286	2	Humanities/Fine Arts: Select one	
CIS	217	3	ART 111	3
CIS	216	2	ENG 231	3
CIS	139	3	ENG 232	3
CIS	239	3	ENG 233	3
BUS	121	3	ENG 241	3
Operating Systems:			ENG 242	3
CIS	245	3	HUM 122	3
CSC	143	3	HUM 170	3
Advanced Programming:			MUS 110	3
CSC	133	3	HUM 211	3
CSC	134	3	PHI 210	3
CSC	234	3	PHI 240	3
CSC	233	3	REL 211	3
Total Major Hours: 53			REL 212	3
			REL 221	3
			Social/Behavioral Science:	
			Select one	
			PSY 150	3
			SOC 210	3
			Natural Science/Mathematics	
			MAT 151	3
			Total General Education Hours: 18	
			Other Required Courses	
			ACA 115	1
			Total Other Required Hours: 1	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 72

SUGGESTED SEQUENCE OF COURSES INFORMATION SYSTEMS - PROGRAMMING

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
ACC	120	Principles of Accounting I	3	2	4
BUS	121	Business Math	2	2	3
			<hr/>	<hr/>	<hr/>
			10	8	14

SPRING SEMESTER

CIS	130	Survey of Operating Systems	2	3	3
CIS	152	Database Concepts and Applications	2	2	3
NET	110	Data Communications/Networking	2	2	3
ENG	112	Argument-Based Research	3	0	3
CIS	115	Introduction to Logic	2	2	3
			<hr/>	<hr/>	<hr/>
			11	0	15

SUMMER TERM

PSY	150	General Psychology	3	0	3
or					
SOC	210	Introduction to Sociology	3	0	3
CIS	139	Visual BASIC Programming	2	3	3
CSC	143	Object Oriented Programming	2	3	3
		Humanities/Fine Arts Elective	3	0	3
			<hr/>	<hr/>	<hr/>
			10	6	12

SECOND YEAR

FALL SEMESTER

COM	231	Public Speaking	3	0	3
CIS	245	Operating System-Multi-User	2	3	3
CIS	239	Advanced Visual BASIC	2	3	3
CSC	133	C Programming	2	3	3
CSC	134	C + Programming	2	3	3
			<hr/>	<hr/>	<hr/>
			11	12	15

SPRING SEMESTER

OST	286	Professional Development	2	0	2
CIS	217	Computer Training and Support	2	2	3
MAT	151	Statistics I	3	0	3
CIS	216	Software Installation/Maintenance	1	2	2
CSC	234	Advanced C ++	2	3	3
CSC	233	Advanced C	2	3	3
			<hr/>	<hr/>	<hr/>
			12	10	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 72

NETWORKING TECHNOLOGY (AAS)

The Networking Technology curriculum prepares individuals for employment supporting local- and wide-area networks. Students will learn how to use technologies to provide for data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of local- and wide-area network hardware and software. Emphasis is placed on developing proficiency in the use of network management software and the use of hardware such as bridges and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network products, depending on their local program.

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses	
CIS	115	3	Credit Hours	
CIS	130	3	Communications:	
CIS	145	3	ENG 111	3
CIS	152	3	ENG 112	3
ELC	111	3	COM 231	3
NET	110	3	Humanities/Fine Arts: Select one	
NET	120	3	ART 111	3
NET	220	3	ENG 231	3
NET	230	3	ENG 232	3
NET	240	3	ENG 233	3
NET	250	3	ENG 241	3
NET	251	3	ENG 242	3
NET	260	3	HUM 122	3
NET	280	3	HUM 170	3
CIS	245	3	MUS 110	3
CIS	215	3	HUM 211	3
CIS	110	3	PHI 210	3
CSC	141	3	PHI 240	3
Total Major Hours: 54			REL 211	3
			REL 212	3
			REL 221	3
			Social/Behavioral Science:	
			Select one	
			PSY 150	3
			SOC 210	3
			Natural Science/Mathematics	
			MAT 151	3
			Total General Education Hours: 18	
			Other Required Courses	
			ACA 115	1
			Total Other Required Hours: 1	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 73**CIS 110 COMPETENCY REQUIRED PRIOR TO ADMISSION TO PROGRAM**

SUGGESTED SEQUENCE OF COURSES NETWORKING TECHNOLOGY

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
NET	110	Data Communications/Networking	2	2	3
ACA	115	Success and Study Skills	0	2	1
ENG	111	Expository Writing	3	0	3
CIS	115	Introduction to Programming and Logic	2	2	3
CIS	130	Survey of Operating Systems	2	3	3
CIS	215	Hardware Installation/Maintenance	2	3	3
			11	12	16
SPRING SEMESTER					
ENG	112	Argument-Based Research	3	0	3
COM	231	Public Speaking	3	0	3
NET	120	Network Installation/ Administration I	2	2	3
CSC	141	Visual C++	2	3	3
CIS	152	Database Concepts	2	2	3
CIS	145	Operating Systems - Single	2	2	3
			14	9	18
SUMMER TERM					
MAT	151	Statistics I	3	0	3
ELC	111	Introduction to Electricity	2	2	3
CIS	245	Operating Systems - Multi-User	2	3	3
			7	5	9
SECOND YEAR					
FALL SEMESTER					
NET	250	Advanced Networks I	2	2	3
NET	260	Internet Development & Support	3	0	3
NET	220	Network Installation/ Administration II	2	2	3
NET	240	Network Design	3	0	3
		Humanities/Fine Arts Elective	3	0	3
			13	4	15
SPRING SEMESTER					
NET	280	Networking Project	1	4	3
NET	251	Advanced Networks II	2	2	3
NET	230	Wide Area Networking	2	2	3
PSY	150	General Psychology	3	0	3
or					
SOC	210	Introduction to Sociology	3	0	3
			8	8	12

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70

OFFICE SYSTEMS TECHNOLOGY (AAS)

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professional to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
OST 131	2	Communications:	
OST 134	4	ENG 111	3
OST 136	2	COM 231	3
OST 164	3	ENG 112	3
OST 289	3	or	
OST 137	2	ENG 113	3
OST 135	4	Humanities/Fine Arts: Select one	
BUS 121	3	ART 111	3
OST 184	2	ENG 231	3
OST 236	3	ENG 232	3
OST 181	3	ENG 233	3
CIS 110	3	ENG 241	3
OST 223	2	ENG 242	3
ACC 120	4	HUM 120	3
OST 233	3	HUM 170	3
OST 122	2	HUM 211	3
OST 286	2	MUS 110	3
OST 224	2	PHI 210	3
		PHI 240	3
		REL 211	3
		REL 212	3
		REL 221	3
		Social/Behavioral Science:	
		Select one	
		PSY 150	3
		SOC 210	3
		Natural Science/Mathematics:	
		Select one	
		MAT 161	3
		MAT 140	3
		MAT 151	3
Total Major Hours: 49		Total General Education Hours: 18	
		Other Required Courses	
		ACA 115	1
		Total Other Required Hours: 1	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

SUGGESTED SEQUENCE OF COURSES OFFICE SYSTEMS TECHNOLOGY

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1
OST	131	Keyboarding	1	2	2
CIS	110	Introduction to Computers	2	2	3
OST	164	Text Editing Applications	3	0	3
BUS	121	Business Mathematics	2	2	3
ENG	111	Expository Writing	3	0	3
			<hr/>	<hr/>	<hr/>
			11	8	15

SPRING SEMESTER

OST	134	Text Entry and Formatting	3	2	4
OST	184	Records Management	1	2	2
ENG	112	Argument-Based Research	3	0	3
OST	181	Introduction to Office Systems	3	0	3
OST	137	Office Software Applications	1	2	2
MAT	140	Survey of Mathematics	3	0	3
or					
MAT	161	College Algebra	3	0	3
			<hr/>	<hr/>	<hr/>
			14	6	17

SECOND YEAR

FALL SEMESTER

OST	135	Advanced Text Entry & Format	3	2	4
ACC	120	Principles of Accounting I	3	2	4
COM	231	Public Speaking	3	0	3
OST	136	Word Processing	1	2	2
OST	223	Machine Transcription I	1	2	2
		Humanities/Fine Arts Elective	3	0	3
			<hr/>	<hr/>	<hr/>
			14	8	18

SPRING SEMESTER

OST	233	Office Publications Designs	2	2	3
OST	286	Professional Development	2	0	2
OST	224	Machine Transcription II	1	2	2
OST	236	Advanced Word/Information			
		Processing	2	2	3
PSY	150	General Psychology	3	0	3
or					
SOC	210	Introduction to Sociology	3	0	3
OST	122	Office Computations	1	2	2
OST	289	Office Systems Management	2	2	3
			<hr/>	<hr/>	<hr/>
			13	10	18

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

OFFICE SYSTEMS TECHNOLOGY - MEDICAL (AAS)

Medical is a concentration under the curriculum title of Office Systems Technology. This curriculum prepares individuals for entry-level positions in medical and allied health facilities. Jobs include transcription, secretary, hospital unit secretary, records clerk, insurance form preparer, patient accounting clerk, and clinical technician.

Course work includes processing, compiling, recording, and maintaining medical records; utilizing office equipment and software; medical law and ethics; billing and coding; and transcribing medical documents.

Employment opportunities include the offices of allied health facilities, HMOs, Insurance claims processors, laboratories, and manufacturers and supplies of medical and hospital equipment.

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	
OST 131	2	Credit Hours	
OST 134	4	Communications:	
OST 136	2	ENG 111	3
OST 164	3	COM 231	3
OST 289	3	ENG 112	3
OST 137	2	or	
OST 148	3	ENG 113	3
OST 241	2	Humanities/Fine Arts: Select one	
OST 243	3	ART 111	3
OST 149	2	ENG 231	3
MED 121	3	ENG 232	3
MED 122	3	ENG 233	3
OST 135	4	ENG 241	3
BUS 121	3	ENG 242	3
OST 184	2	HUM 120	3
OST 242	2	HUM 170	3
ACC 120	4	HUM 211	3
OST 286	2	MUS 110	3
Total Major Hours: 49		PHI 210	3
		PHI 240	3
		REL 211	3
		REL 212	3
		REL 221	3
		Social/Behavioral Science:	
		Select one	
		PSY 150	3
		SOC 210	3
		Natural Science/Mathematics:	
		Select one	
		MAT 161	3
		MAT 140	3
		MAT 151	3
		Total General Education Hours: 18	
		Other Required Courses	
		ACA 115	1
		Total Other Required Hours: 1	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

SUGGESTED SEQUENCE OF COURSES

OFFICE SYSTEMS TECHNOLOGY – MEDICAL

FIRST YEAR			HOURS		
			CLASS	LAB	CREDIT
FALL SEMESTER					
ACA	115	Success and Study Skills	0	2	1
ENG	111	Expository Writing	3	0	3
OST	131	Keyboarding	1	2	2
BUS	121	Business Mathematics	2	2	3
MED	121	Medical Terminology I	3	0	3
OST	164	Text Editing Applications	3	0	3
			12	6	15

SPRING SEMESTER					
OST	134	Text Entry and Formatting	3	2	4
OST	184	Records Management	1	2	2
MED	122	Medical Terminology II	3	0	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
PSY	150	General Psychology	3	0	3
or					
SOC	210	Intro to Sociology	3	0	3
MAT	140	Survey of Mathematics	3	0	3
or					
MAT	151	Statistics	3	0	3
or					
MAT	161	College Algebra	3	0	3
			16	4	18

SECOND YEAR

FALL SEMESTER					
OST	135	Advanced Text Entry & Format	3	2	4
ACC	120	Principles of Accounting I	3	2	4
COM	231	Public Speaking	3	0	3
OST	241	Medical Office Transcription I	1	2	2
OST	136	Word Processing	1	2	2
OST	148	Medical Coding, Billing, & Insurance	3	0	3
			14	8	18

SPRING SEMESTER

OST	242	Medical Office Transcription II	1	2	2
OST	286	Professional Development	2	0	2
OST	243	Medical Office Simulation	2	2	3
OST	149	Medical Legal Issues	2	0	2
OST	289	Office Systems Management	2	2	3
OST	137	Office Software Applications	1	2	2
		Humanities/Fine Arts Elective	3	0	3
			13	8	17

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

RADIOGRAPHY (AAS)

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
RAD 110	3	Communications:	
RAD 111	4	ENG 111	3
RAD 112	4	COM 231	3
RAD 121	3		
RAD 122	2	Humanities/Fine Arts: Select one	
RAD 131	2	ART 111	3
RAD 151	2	ENG 231	3
RAD 161	5	ENG 232	3
RAD 171	4	ENG 233	3
RAD 211	3	ENG 241	3
RAD 231	2	ENG 242	3
RAD 241	2	HUM 122	3
RAD 245	3	HUM 170	3
RAD 251	7	HUM 211	3
RAD 261	7	MUS 110	3
BIO 163	5	PHI 210	3
		PHI 240	3
		REL 211	3
		REL 212	3
		REL 221	3
		Social/Behavioral Science	
		PSY 150	3
		Natural Science/Mathematics	
		MAT 161	3
Total Major Hours: 58		Total General Education Hours: 15	
		Other Required Courses	
		CIS 110	3
		Total Other Required Hours: 3	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 76

SUGGESTED SEQUENCE OF COURSES RADIOGRAPHY

FIRST YEAR			HOURS		
			CLASS	LAB	CREDIT
FALL SEMESTER					
RAD	110	Radiography Intro & Patient Care	2	3	3
RAD	111	Radiographic Procedures I	3	3	4
RAD	151	Radiographic Clinical Education I	0	6	2
BIO	163	Basic Anatomy and Physiology	4	2	5
ENG	111	Expository Writing	3	0	3
			<hr/>	<hr/>	<hr/>
			12	14	17

SPRING SEMESTER

RAD	112	Radiographic Procedures II	3	3	4
RAD	121	Radiographic Imaging I	2	3	3
RAD	161	Radiographic Clinical Education II	0	15	5
CIS	110	Intro to Computers	2	2	3
COM	231	Public Speaking	3	0	3
			<hr/>	<hr/>	<hr/>
			10	23	18

SUMMER TERM

RAD	122	Radiographic Imaging II	1	3	2
RAD	131	Radiographic Physics I	1	3	2
RAD	171	Radiographic Clinical Education III	0	12	4
MAT	161	College Algebra	3	0	3
			<hr/>	<hr/>	<hr/>
			5	18	11

SECOND YEAR

FALL SEMESTER

RAD	251	Radiographic Clinical Education IV	0	21	7
RAD	211	Radiographic Procedures III	2	3	3
RAD	231	Radiographic Physics II	1	3	2
RAD	241	Radiographic Protection	2	0	2
PSY	150	Intro to Psychology	3	0	3
			<hr/>	<hr/>	<hr/>
			8	27	17

SPRING SEMESTER

RAD	245	Radiographic Analysis	2	3	3
RAD	261	Radiographic Clinical Education V	0	21	7
		Humanities/Fine Art Elective	3	0	3
			<hr/>	<hr/>	<hr/>
			5	24	13

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 76

ONE-YEAR DIPLOMA PROGRAMS



AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
AHR 110	5		
AHR 112	4		
AHR 113	4	Communications:	
AHR 114	4	ENG 101	3
AHR 111	3	Mathematics:	
AHR 160	1	MAT 101	3
AHR 130	3		
AHR 133	4	Total General Education Hours: 6	
AHR 210	2		
AHR 211	3		
AHR 151	2		

Total Major Hours: 35

TOTAL SEMESTER HOURS CREDIT: 41

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
MAT	101	Applied Mathematics I	2	2	3
AHR	110	Intro to Refrigeration	2	6	5
AHR	111	HVAC Electricity	2	2	3
AHR	113	Comfort Cooling	2	4	4
AHR	160	Refrigerant Certification	1	0	1
			<hr/>	<hr/>	<hr/>
			9	14	16
SPRING SEMESTER					
AHR	114	Heat Pump Technology	2	4	4
AHR	112	Heat Technology	2	4	4
AHR	130	HVAC Controls	2	2	3
AHR	211	Residential System Design	2	2	3
ENG	101	Applied Communications I	3	0	3
			<hr/>	<hr/>	<hr/>
			11	12	17
SUMMER TERM					
AHR	133	HVAC Servicing	2	6	4
AHR	151	HVAC Duct Systems I	1	3	2
AHR	210	Residential Building Code	1	2	2
			<hr/>	<hr/>	<hr/>
			4	11	8

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 41

SUGGESTED SEQUENCE OF COURSES NIGHT SEQUENCE

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
MAT	101	Applied Mathematics I	2	2	3
AHR	110	Intro to Refrigeration	2	6	5
			<u>4</u>	<u>8</u>	<u>8</u>
SPRING SEMESTER					
AHR	111	HVAC Electricity	2	2	3
AHR	113	Comfort Cooling	2	4	4
			<u>4</u>	<u>6</u>	<u>7</u>
SUMMER TERM					
AHR	112	Heat Technology	2	4	4
AHR	151	HVAC Duct Systems I	1	3	2
AHR	160	Refrigerant Certification	1	0	1
			<u>4</u>	<u>7</u>	<u>7</u>
SECOND YEAR					
FALL SEMESTER					
AHR	114	Heat Pump Technology	2	4	4
ENG	101	Applied Communications I	3	0	3
			<u>5</u>	<u>4</u>	<u>7</u>
SPRING SEMESTER					
AHR	130	HVAC Controls	2	2	3
AHR	211	Residential Systems Design	2	2	3
AHR	210	Residential Building Code	1	2	2
			<u>5</u>	<u>6</u>	<u>8</u>
SUMMER TERM					
AHR	133	HVAC Servicing	2	6	4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 41

AUTO BODY REPAIR

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses	Credit Hours
AUB	111	4		
AUB	121	3		
AUB	131	4		
AUB	134	3		
AUB	136	3		
AUB	112	4		
AUB	122	4		
AUB	132	4		
AUB	114	2		
AUB	162	2		

Communications:

ENG 101 3

Mathematics:

MAT 101 3

Total General Education Hours: 6

Total Major Hours: 33

TOTAL SEMESTER HOURS CREDIT: 39

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

FALL SEMESTER			HOURS		
MAT	101	Applied Mathematics I	2	2	3
AUB	111	Painting and Refinishing I	2	6	4
AUB	121	Non-Structural Damage I	1	4	3
AUB	131	Structural Damage I	2	4	4
AUB	134	Autobody MIG Welding I	1	4	3
			<hr/>	<hr/>	<hr/>
			8	20	17
SPRING SEMESTER					
AUB	112	Painting and Refinishing II	2	6	4
AUB	122	Non-Structural Damage II	2	6	4
AUB	132	Structural Damage II	2	6	4
ENG	101	Applied Communications I	3	0	3
			<hr/>	<hr/>	<hr/>
			9	18	15
SUMMER TERM					
AUB	114	Special Finishes	1	2	2
AUB	136	Plastics and Adhesives	1	4	3
AUB	162	Autobody Estimating	1	2	2
			<hr/>	<hr/>	<hr/>
			3	8	7

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 39

SUGGESTED SEQUENCE OF COURSES NIGHT SEQUENCE

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
AUB	111	Painting and Refinishing I	2	6	4
AUB	121	Non-Structural Damage I	1	4	3
			<u>3</u>	<u>10</u>	<u>7</u>
SPRING SEMESTER					
AUB	112	Painting and Refinishing II	2	6	4
AUB	122	Non-Structural Damage II	2	6	4
			<u>4</u>	<u>12</u>	<u>8</u>
SUMMER TERM					
AUB	114	Special Finishes	1	2	2
AUB	162	Autobody Estimating	1	2	2
			<u>2</u>	<u>4</u>	<u>4</u>
SECOND YEAR					
FALL SEMESTER					
AUB	131	Structural Damage I	2	4	4
AUB	134	Autobody MIG Welding	1	4	3
MAT	101	Applied Math I	2	2	3
			<u>5</u>	<u>10</u>	<u>10</u>
SPRING SEMESTER					
AUB	132	Structural Damage II	2	6	4
ENG	101	Applied Communications I	3	0	3
			<u>5</u>	<u>6</u>	<u>7</u>
SUMMER TERM					
AUB	136	Plastic and Adhesives	1	4	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 39

BROADCASTING AND PRODUCTION TECHNOLOGY

The Broadcasting and Production Technology curriculum provides the individual with knowledge and hands on experience to enter the communications field. This objective is fulfilled through technical and program experience in various aspects of media production.

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses	Credit Hours
BPT	110	3		
BPT	111	3		
BPT	140	2		
BPT	231	4		
BPT	255	3		
BPT	112	4		
PBT	113	3		
PBT	232	4		
PBT	250	3		
PBT	235	2		
			Communications:	
			ENG 111	3
			ENG 112 or ENG 113	3
			3	
			Total General Education Hours: 6	

Total Major Hours: 31

TOTAL SEMESTER HOURS CREDIT: 37

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
BPT	110	Intro to Broadcasting	3	0	3
BPT	111	Broadcast Law & Ethics	3	0	3
BPT	140	Intro to TV Systems	2	0	2
ENG	111	Expository Writing	3	0	3
BPT	231	Video/TV Production I	2	6	4
BPT	255	Computer-Based Production	2	3	3
			<hr/> 15	<hr/> 9	<hr/> 18

SPRING SEMESTER

BPT	112	Broadcast Writing	3	2	4
BPT	113	Broadcast Sales	3	0	3
BPT	232	Video TV Production II	2	6	4
BPT	250	Institutional Video	2	3	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
			<hr/> 13	<hr/> 11	<hr/> 17

SUMMER TERM

BPT	235	TV Production I	0	6	2
-----	-----	-----------------	---	---	---

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 37

CARPENTRY

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
BPR 130	2		
CAR 111	9		
CAR 112	9		
CAR 113	6		
CAR 115	3		
CAR 114	3		
CST 115	2		
		Communications:	
		ENG 101	3
		Mathematics:	
		MAT 101	3
		Total General Education Hours:	6

Total Major Hours: 34

TOTAL SEMESTER HOURS CREDIT: 40

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
CAR	112	Carpentry II	4	15	9
ENG	101	Applied Communications I	3	0	3
CAR	115	Residential Planning/Estim	3	0	3
			<u>10</u>	<u>15</u>	<u>15</u>
SPRING SEMESTER					
CAR	113	Carpentry III	3	9	6
MAT	101	Applied Mathematics I	2	2	3
CST	115	Dry Wall Installation	1	3	2
BPR	130	Blueprint Reading/Construction	1	2	2
			<u>7</u>	<u>16</u>	<u>13</u>
SUMMER TERM					
CAR	111	Carpentry I	4	15	9
CAR	114	Residential Building Codes	3	0	3
			<u>7</u>	<u>15</u>	<u>12</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

SUGGESTED SEQUENCE OF COURSES NIGHT SEQUENCE

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
CAR	112A	Carpentry II	2	8	5
CAR	115	Residential Planning/Estim	3	0	3
			<hr/> 5	<hr/> 8	<hr/> 8

SPRING SEMESTER					
CAR	112B	Carpentry II	2	7	4
ENG	101	Applied Communications I	3	0	3
			<hr/> 5	<hr/> 7	<hr/> 7

SUMMER TERM					
CST	115	Dry Wall Installation	1	3	2
BPR	130	Blueprint Reading/Construction	1	2	2
MAT	101	Applied Mathematics I	2	2	3
			<hr/> 4	<hr/> 7	<hr/> 7

SECOND YEAR					
FALL SEMESTER					
CAR	113	Carpentry III	3	9	6

SPRING SEMESTER					
CAR	111A	Carpentry I	2	8	5
CAR	114	Residential Building Codes	3	0	3
			<hr/> 5	<hr/> 8	<hr/> 8

SUMMER TERM					
CAR	111B	Carpentry I	2	7	4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

COSMETOLOGY

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, multicultural 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 businesses.

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
COS 111	4		
COS 112	8		
COS 113	4	Communications:	
COS 114	8	ENG 101	3
COS 115	4	Mathematics:	
COS 116	4	MAT 101	3
COS 117	2		
COS 118	7	Total General Education Hours: 6	

Total Major Hours: 41

TOTAL SEMESTER HOURS CREDIT: 47

SUGGESTED SEQUENCE OF COURSES

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
ENG	101	Applied Communications I	3	0	3
			<hr/>	<hr/>	<hr/>
			7	24	15
SPRING SEMESTER					
COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
MAT	101	Applied Mathematics I	3	0	3
			<hr/>	<hr/>	<hr/>
			7	24	15
SUMMER TERM					
COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4
COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7
			<hr/>	<hr/>	<hr/>
			6	33	17

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 47

**TOTAL CONTACT HOURS REQUIRED BY
NORTH CAROLINA BOARD OF COSMETIC ART: 1500**

ELECTRICAL/ELECTRONICS TECHNOLOGY

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
ELC 112	5		
ELC 113	4		
ELC 117	4		
ELC 114	4		
ELC 131	4		
ELC 115	4		
ELC 133	4		
ELC 128	3		
ELC 118	2		
ELC 119	2		
		Communications:	
		ENG 101	3
		Mathematics:	
		MAT 101	3
		Total General Education Hours:	6

Total Major Hours: 36

TOTAL SEMESTER HOURS CREDIT: 42

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
ELC	112	DC/AC Electricity	3	6	5
ELC	113	Basic Wiring I	2	6	4
ELN	131	Electronic Devices	3	3	4
MAT	101	Applied Mathematics I	2	2	3
			<hr/>	<hr/>	<hr/>
			10	17	16
SPRING SEMESTER					
ELC	114	Basic Wiring II	2	6	4
ELC	115	Industrial Wiring	2	6	4
ELC	117	Motors and Controls	2	6	4
ELC	133	Digital Electronics	3	3	4
			<hr/>	<hr/>	<hr/>
			9	21	16
SUMMER TERM					
ELC	128	Introduction to PLC	2	3	3
ELC	118	National Electric Code	1	2	2
ELC	119	National Electric Code			
		Calculations	1	2	2
ENG	101		3	0	3
			<hr/>	<hr/>	<hr/>
			7	7	10

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 42

SUGGESTED SEQUENCE OF COURSES NIGHT SEQUENCE

FIRST YEAR**FALL SEMESTER**

			CLASS	LAB	CREDIT
ELC	112	DC/AC Electricity	3	6	5
MAT	101	Applied Mathematics I	2	2	3
			<hr/> 5	<hr/> 8	<hr/> 8

SPRING SEMESTER

ELC	113	Basic Wiring I	2	6	4
ELN	131	Electronic Devices	3	3	4
			<hr/> 5	<hr/> 9	<hr/> 8

SUMMER TERM

ELC	114	Basic Wiring II	2	6	4
-----	-----	-----------------	---	---	---

SECOND YEAR**FALL SEMESTER**

ELC	117	Motors & Controls	2	6	4
ELN	133	Digital Electronic	3	3	4
			<hr/> 5	<hr/> 9	<hr/> 8

SPRING SEMESTER

ELC	115	Industrial Wiring	2	6	4
ELC	118	National Electric Code	1	2	2
ELC	119	NEC Calculations	1	2	2
			<hr/> 4	<hr/> 10	<hr/> 8

SUMMER TERM

ELC	128	Introduction to PLC	2	3	3
ENG	101	Applied Communications I	3	0	3
			<hr/> 5	<hr/> 3	<hr/> 6

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 42

INDUSTRIAL MAINTENANCE TECHNOLOGY

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
BPR 111	2		
HYD 110	3		
MED 111	3	Communications:	
MNT 110	2	ENG 101	3
WLD 112	2	Mathematics:	
ELC 111	3	MAT 101	3
Choose 17 hrs:		Total General Education Hours: 2	
AHR 110	5	OTHER REQUIRED COURSES	
AHR 111	3	DFT 119	
AHR 112	4		
AHR 151	2		
ELC 115	4		
ELC 128	3		
MEC 112	3		
MEC 165	2		
MNT 150	2		
ELC 117	4		
ELC 112	5		
ELC 113	4		
Total Major Hours: 32		TOTAL SEMESTER HOURS CREDIT: 40	

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
*AHR	110	Introduction to Refrigeration	2	6	5
*AHR	111	HVACR Electricity	2	2	3
ELC	111	Introduction to Electricity	2	2	3
BPR	111	Blueprint Reading	1	2	2
MAT	101	Applied Mathematics I	2	2	3
HYD	110	Hydraulics/Pneumatics I	2	3	3
			<hr/>	<hr/>	<hr/>
			11	17	19
SPRING SEMESTER					
*AHR	112	Heating Technology	2	4	4
ELC	115	Industrial Wiring	2	6	4
*ELC	117	Motors and Controls	2	6	4
ENG	101	Applied Communications I	3	0	3
MNT	110	Intro to Maintenance Procedures	1	3	2
			<hr/>	<hr/>	<hr/>
			10	19	17
SUMMER TERM					
*AHR	151	HVAC Duct Systems I	1	3	2
*ELC	128	Introduction to PLC	2	3	3
DFT	119	Basic CAD	1	2	2
MEC	111	Machine Processes I	2	3	3
WLD	112	Basic Welding	1	3	2
			<hr/>	<hr/>	<hr/>
			7	14	12

* This course may be taken at this time or you may choose another course from the 17 hour list in the course and hour requirements section listed above.

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

SUGGESTED SEQUENCE OF COURSES NIGHT SEQUENCE

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
*AHR	110	Intro to Refrigeration	2	6	5
BPR	111	Blueprint Reading	1	2	2
ELC	111	Intro to Electricity	2	2	3
*ELC	117	Motors and Controls	2	6	4
			<hr/>	<hr/>	<hr/>
			7	16	14
SPRING SEMESTER					
*AHR	111	HVACR Electricity	2	2	3
*ELC	115	Industrial Wiring	2	6	4
			<hr/>	<hr/>	<hr/>
			4	8	7
SUMMER TERM					
*AHR	112	Heating Technology	2	4	4
*AHR	151	HVAC Duct Systems I	1	3	2
			<hr/>	<hr/>	<hr/>
			3	7	6
SECOND YEAR					
FALL SEMESTER					
ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3
MEC	111	Machine Processes I	2	3	3
HYD	110	Hydraulics/Pneumatics I	2	3	3
			<hr/>	<hr/>	<hr/>
			9	8	12
SPRING SEMESTER					
MNT	110	Intro to Maintenance Procedures	1	3	2
WLD	112	Basic Welding Procedures	1	3	2
			<hr/>	<hr/>	<hr/>
			2	6	4
SUMMER TERM					
*ELC	128	Introduction to PLC	2	3	3
DFT	119	Basic CAD	1	2	2
			<hr/>	<hr/>	<hr/>
			3	5	5

* This course may be taken at this time or you may choose another course from the 17 hour list in the course and hour requirements section listed on the previous page.

MEC 165 (Fab. Techniques 1-3-2) TBA on demand

MNT 150 (Basic Building Maintenance 1-3-2) TBA on demand

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

MACHINING TECHNOLOGY

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses	Credit Hours
MAC	111	6		
MAC	112	6		
MAC	113	6		
BPR	111	2	Communications:	
BPR	121	2	ENG 101	3
MAC	122	2		
MAC	124	2	Mathematics:	
MEC	110	2	MAT 101	3
WLD	112	2		
			Total General Education Hours:	6

Total Major Hours: 30

TOTAL SEMESTER HOURS CREDIT: 36

SUGGESTED SEQUENCE OF COURSES
DAY SEQUENCE

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
MAC	111	Machine Technology I	2	12	6
WLD	112	Basic Welding Processes	1	3	2
BPR	111	Blueprint Reading	1	2	2
MAT	101	Applied Mathematics I	2	2	3
			6	19	13
SPRING SEMESTER					
MAC	112	Machine Technology II	2	12	6
MAC	122	CNC Turning	1	3	2
BPR	121	Blueprint Reading: Mech	1	2	2
ENG	101	Applied Communications I	3	0	3
			7	17	13
SUMMER TERM					
MAC	113	Machine Technology III	2	12	6
MAC	124	CNC Milling	1	3	2
MEC	110	Intro to CAD/CAM	1	2	2
			4	17	10

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 36

SUGGESTED SEQUENCE OF COURSES NIGHT SEQUENCE

			HOURS		
FIRST YEAR			CLASS	LAB	CREDIT
FALL SEMESTER					
MAC	111A	Machine Technology I	1	6	3
MAT	101	Applied Mathematics I	2	2	3
BPR	111	Blueprint Reading	1	2	2
			<hr/> 4	<hr/> 10	<hr/> 8
SPRING SEMESTER					
MAC	111B	Machine Technology I	1	6	3
ENG	101	Applied Communications I	3	0	3
BPR	121	Blueprint Reading: Mach	1	2	2
			<hr/> 5	<hr/> 8	<hr/> 8
SUMMER TERM					
MAC	112A	Machine Technology II	1	6	3
SECOND YEAR					
FALL SEMESTER					
MAC	112B	Machine Technology II	1	6	3
MAC	122	CNC Turning	1	3	2
			<hr/> 2	<hr/> 9	<hr/> 5
SPRING SEMESTER					
MAC	113A	Machine Technology III	1	6	3
WLD	122	Basic Welding Processes	1	3	2
MAC	124	CNC Milling	1	3	2
			<hr/> 3	<hr/> 12	<hr/> 7
SUMMER TERM					
MEC	110	Intro to CAD/CAM	1	2	2
MAC	113B	Machine Technology III	1	6	3
			<hr/> 2	<hr/> 8	<hr/> 5

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 36

MECHANICAL DRAFTING TECHNOLOGY

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. Concepts such as machine shop processes, basic materials, and physical sciences as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses	Credit Hours
DFT	111	4		
DFT	112	4		
DFT	151	3	Communications:	
DFT	152	3	ENG 101	3
MEC	110	2	Mathematics:	
CIS	110	3	MAT 101	3
DFT	121	2	MAT 102	3
ISC	221	3	PHY 101	4
ISC	255	3		
MEC	161	3	Total General Education Hours: 13	

Total Major Hours: 30

TOTAL SEMESTER HOURS CREDIT: 43

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

			HOURS		
			CLASS	LAB	CREDIT
FALL SEMESTER					
DFT	111	Technical Drafting I	2	6	4
DFT	151	CAD I	2	3	3
MAT	101	Applied Mathematics I	2	2	3
MEC	161	Manufacturing Processes I	3	0	3
ENG	101	Applied Communications I	3	0	3
			<hr/> 12	<hr/> 11	<hr/> 16
SPRING SEMESTER					
CIS	110	Intro to Computers	2	2	4
DFT	152	CAD II	2	3	3
MAT	102	Applied Mathematics II	2	3	3
ISC	221	Statistical Quality Control	1	0	2
ISC	255	Engineering Economy	2	2	3
PHY	101	Fundamentals of Physics I	3	2	4
			<hr/> 12	<hr/> 12	<hr/> 19
SUMMER TERM					
DFT	112	Technical Drafting II	2	6	4
DFT	121	Intro to GD & T	1	2	2
MEC	110	Introduction to CAD/CAM	1	2	2
			<hr/> 4	<hr/> 10	<hr/> 8

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 43

SUGGESTED SEQUENCE OF COURSES NIGHT SEQUENCE

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
DFT	111	Technical Drafting I	2	6	4
MAT	101	Applied Mathematics I	2	2	3
ENG	101	Applied Communications I	3	0	3
			<u>7</u>	<u>8</u>	<u>10</u>
SPRING SEMESTER					
DFT	151	CAD I	2	3	3
CIS	110	Intro to Computers	2	2	3
PHY	101	Fundamentals of Physics	3	2	4
			<u>7</u>	<u>7</u>	<u>10</u>
SUMMER TERM					
DFT	152	CAD II	2	3	3
MEC	110	Intro to CAD/CAM	1	2	2
			<u>3</u>	<u>5</u>	<u>5</u>
SECOND YEAR					
FALL SEMESTER					
DFT	121	Intro to GD & T	1	2	2
MEC	161	Manufacturing Processes I	3	0	3
MAT	102	Applied Mathematics II	2	2	3
			<u>6</u>	<u>4</u>	<u>8</u>
SPRING SEMESTER					
ISC	221	Statistical Quality Control	3	0	3
ISC	225	Engineering Economy	2	2	3
			<u>5</u>	<u>2</u>	<u>6</u>
SUMMER TERM					
DFT	112	Technical Drafting II	2	6	4
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			43		

PLUMBING

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repairs of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints and practices in plumbing assembly. Students will gain knowledge of State Codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses		Credit Hours
BPR	130	2			
PLU	110	9			
PLU	120	9	Communications:		
PLU	130	6	ENG	101	3
PLU	140	2	Mathematics:		
PLU	150	2	MAT	101	3
WLD	112	2			
Total Major Hours: 32			Total General Education Hours: 6		
TOTAL SEMESTER HOURS CREDIT: 38					

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
PLU	110	Modern Plumbing	4	15	9
PLU	150	Plumbing Diagrams	1	2	2
BPR	130	Blueprint Reading/Construct	1	2	2
			<hr/>	<hr/>	<hr/>
			6	19	13
SPRING SEMESTER					
PLU	120	Plumbing Applications	4	15	9
MAT	101	Applied Mathematics I	2	2	3
			<hr/>	<hr/>	<hr/>
			6	17	12
SUMMER TERM					
PLU	140	Intro to Plumbing codes	1	2	2
PLU	130	Plumbing Systems	3	9	6
ENG	101	Applied Communications I	3	0	3
WLD	112	Basic Welding Processes	1	3	2
			<hr/>	<hr/>	<hr/>
			8	14	13

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 38

SUGGESTED SEQUENCE OF COURSES NIGHT SEQUENCE

			HOURS		
FIRST YEAR			CLASS	LAB	CREDIT
FALL SEMESTER					
PLU	110A	Modern Plumbing	2	8	5
PLU	150	Plumbing Diagrams	1	2	2
			<u>3</u>	<u>10</u>	<u>7</u>
SPRING SEMESTER					
PLU	110B	Modern Plumbing	2	7	4
BPR	130	Blueprint Reading/Construct	1	2	2
			<u>3</u>	<u>9</u>	<u>6</u>
SUMMER TERM					
PLU	120A	Plumbing Applications	2	8	5
MAT	101	Applied Mathematics I	2	2	3
			<u>4</u>	<u>10</u>	<u>8</u>
SECOND YEAR					
FALL SEMESTER					
PLU	120B	Plumbing Applications	2	7	4
SPRING SEMESTER					
PLU	130A	Plumbing Systems	2	6	4
WLD	112	Basic Welding Processes	1	3	2
			<u>3</u>	<u>9</u>	<u>6</u>
SUMMER TERM					
PLU	130B	Plumbing Systems	1	3	2
PLU	140	Intro to Plumbing Codes	1	2	2
ENG	101	Applied Communications I	3	0	3
			<u>5</u>	<u>5</u>	<u>7</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 38

PRACTICAL NURSING

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

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

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

COURSE AND HOUR REQUIREMENTS

Major Courses	Credit Hours	General Education Courses	Credit Hours
NUR 101	11		
NUR 102	12		
NUR 103	10		
BIO 163	5		
NUR 191	1		
Total Major Hours: 39		Communications:	
		ENG 111	3
		Social/Behavioral Sciences	
		PSY 110	3
		Total General Education Hours: 6	
		OTHER REQUIRED COURSES	
		BIO 155	3

TOTAL SEMESTER HOURS CREDIT: 48

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

HOURS PER WEEK

FALL SEMESTER

NUR 101	Practical Nursing I	7	6	6	11
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
		<u>14</u>	<u>8</u>	<u>6</u>	<u>19</u>

SPRING SEMESTER

NUR 102	Practical Nursing II	8	0	12	12
NUR 191	Selected Topics in Pharmacology	0	3	0	1
BIO 155	Nutrition	3	0	0	3
		<u>11</u>	<u>3</u>	<u>12</u>	<u>16</u>

SUMMER TERM

NUR 103	Practical Nursing III	6	0	12	10
PSY 110	Lifespan Development	3	0	0	3
		<u>9</u>	<u>0</u>	<u>12</u>	<u>13</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 48

WELDING TECHNOLOGY

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.

COURSE AND HOUR REQUIREMENTS

Major Courses		Credit Hours	General Education Courses	Credit Hours
WLD	110	2		
WLD	115	5		
WLD	121	4	Communications:	
WLD	131	4	ENG 101	3
WLD	141	3	Mathematics:	
WLD	132	3	MAT 101	3
WLD	122	3		
WLD	215	4	Total General Education Hours: 6	
BPR	111	2	OTHER REQUIRED COURSES	
Choose one:			BPR 121	2
DFT	119	2		
WLD	111	2	Total Other Required Hours: 2	

Total Major Hours: 32

TOTAL SEMESTER HOURS CREDIT: 40

SUGGESTED SEQUENCE OF COURSES DAY SEQUENCE

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
WLD	110	Cutting Processes	1	3	2
WLD	121	GMAW (MIG) FCA W/Plate	2	6	4
WLD	115	SMAW (Stick) Plate	2	9	5
MAT	101	Applied Mathematics I	2	2	3
BPR	111	Blueprint Reading	1	2	2
			<hr/>	<hr/>	<hr/>
			8	22	16
SPRING SEMESTER					
WLD	215	SMAW (Stick) Pipe	1	9	4
WLD	122	GMAW (MIG) Plate/Pipe	1	6	3
WLD	131A	GTAW (TIG) Plate	1	3	2
ENG	101	Applied Communications I	3	0	3
DFT	119	Basic CAD	1	2	2
or					
WLD	111	Oxy-Fuel Welding	1	3	2
			<hr/>	<hr/>	<hr/>
			7	20-21	14
SUMMER TERM					
WLD	131B	GTAW (TIG) Plate	1	3	2
WLD	132	GTAW (TIG) Plate/Pipe	1	6	3
WLD	141	Symbols & Specifications	2	2	3
BPR	121	Blueprint Reading: Mech	1	2	2
			<hr/>	<hr/>	<hr/>
			5	13	10

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

SUGGESTED SEQUENCE OF COURSES NIGHT SEQUENCE

FIRST YEAR**FALL SEMESTER**

			CLASS	LAB	CREDIT
WLD	110	Cutting Processes	1	3	2
WLD	121	GMAW (MIG) FCA w/Plate	2	6	4
			<u>3</u>	<u>9</u>	<u>6</u>

SPRING SEMESTER

WLD	215	SMAW (Stick) Pipe	1	9	4
ENG	101	Applied Communications I	3	0	3
DFT	119	Basic CAD	1	2	2
or					
WLD	111	Oxy-Fuel Welding	1	3	2
			<u>5</u>	<u>11-12</u>	<u>9</u>

SUMMER TERM

WLD	131B	GTAW (TIG) Plate	1	3	2
WLD	132	GTAW (TIG) Plate/Pipe	1	6	3
			<u>2</u>	<u>9</u>	<u>5</u>

SECOND YEAR**FALL SEMESTER**

WLD	115	SMAW (Stick) Plate	2	9	5
MAT	101	Applied Mathematics I	2	2	3
BPR	111	Blueprint Reading	1	2	2
			<u>5</u>	<u>13</u>	<u>10</u>

SPRING SEMESTER

WLD	122	GMAW (MIG) Plate/Pipe	1	6	3
WLD	131A	GTAW (TIG) Plate	1	3	2
			<u>2</u>	<u>9</u>	<u>5</u>

SUMMER TERM

WLD	141	Symbols & Specifications	2	2	3
BPR	121	Blueprint Reading: Mech	1	2	2
			<u>3</u>	<u>4</u>	<u>5</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

CURRICULUM CERTIFICATE PROGRAMS



ADVANCED LEADERSHIP CERTIFICATE

Advanced Leadership is a certificate option in the Industrial Management Technology curriculum. The courses included in this certificate will enhance the skills of current supervisors with modern management and leadership training.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
Choose 12 hours from the following:			
ISC	128	Industrial Leadership	2
ISC	132	Manufacturing Quality Control	3
ISC	221	Statistical Quality Control	3
ISC	233	Industrial Organization & Management	3
ISC	235	Management Problems	3
OMT	150	Operation Management Behavioral Sciences	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

AIR CONDITIONING, HEATING, AND REFRIGERATION CERTIFICATE

This certificate offers students recognition for partial completion of the Air Conditioning, Heating and Refrigeration Technical program plus a refrigerant certificate course. This offers excellent inservice training options for employers.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
AHR 110	Intro to Refrigeration		5
AHR 112	Heating Technology		4
AHR 114	Heat Pump Technology		4
AHR 111	HVACR Electricity		3
AHR 160	Refrigerant Certification		1

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

AUTOBODY CERTIFICATE

The Autobody certificate offers a broad range of basic courses which rewards students for partial completion of the Autobody program and also serves as an excellent vehicle for inservice training.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
AUB	111	Painting and Refinishing I	4
AUB	121	Non-Structural Damage I	3
AUB	131	Structural Damage I	4
AUB	134	Autobody MIG Welding	3
AUB	122	Non-Structural Damage II	4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

BASIC CHILD CARE CERTIFICATE

The certificate in basic child care is designed to provide initial experiences working with preschool children. The certificate also allows the child care worker to upgrade skills or educational level. Cleveland Community College Certificate will be awarded upon successful completion of the program. All courses can be applied toward the Early Childhood Associate degree.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
EDU	111	Early Childhood Credential I	2
EDU	112	Early Childhood Credential II	2
or			
EDU	113	Family Childhood Credential	2
EDU	153	Health, Safety, Nutrition	3
EDU	151	Creative Activities	3
choose one:			
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
PSY	243	Child Psychology	3
SOC	213	Sociology of the Family	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 13

BASIC ELECTRONICS CERTIFICATE

Basic Electronics is a certificate option in the Electronic Engineering Technology program and provides the ability to acquire an introductory knowledge of electronic principles, applications, component testing and selection, and the use of basic test equipment. This option is for those who do not necessarily need a background in digital electronics or are already proficient in that area.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
ELC	131	DC/AC Circuit Analysis	5
ELN	131	Electronic Devices	4
ELN	135	Electronic Circuits	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

Basic Law Enforcement Training

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

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

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

COURSE AND HOUR REQUIREMENTS

Required Courses	Credit Hours
CJC 100 Basic Law Enforcement Training	18

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

BROADCASTING AND PRODUCTION CERTIFICATE

The Broadcasting and Production certificate gives students basic introductory courses for the Broadcast industry. This certificate is a fast track to equipment use and technical theory.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
BPT	112	Broadcast Writing	4
BPT	231	Video/TV Production I	4
BPT	232	Video/TV Production II	4
BPT	235	TV Production I	2
BPT	255	Computer-Based Production	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

CARPENTRY CERTIFICATE

The Carpentry program trains students to construct and make repairs to residential structures using standard building materials and hand and power tools. This program is designed to teach carpentry skills and a general knowledge of residential construction. Instruction also includes the study of mathematics, blueprint reading, building codes and energy efficient construction.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
CAR 111A	Carpentry I		4
CAR 112A	Carpentry II		4
CAR 113A	Carpentry III		4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

CHILD CARE ADMINISTRATION CERTIFICATE

This certificate is designed to update child care directors and administrators on their knowledge of child care theory and its application. The curriculum places special emphasis on managerial and legal aspects of day care operation. This certificate is not restricted to day care operators. It is open to all teachers desiring to move into administrative positions. Upon Successful completion of the program, a Cleveland Community College Certificate will be awarded. All required courses may be applied toward the Early Childhood Associate degree.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
EDU	111	Early Childhood Credential I	2
EDU	112	Early ChildHood Credential II	2
EDU	261	Early Childhood Administration I	2
EDU	259	Curriculum Planning	3
BUS	110	Intro to Business	3
BUS	137	Principles of Management	3
COE	111	Co-Op Work Exp. I	1
		Social Science	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 16

DIGITAL ELECTRONICS CERTIFICATE

Digital Electronics is a certificate option in the Electronic Engineering Technology program which focuses primarily on digital electronics and electronic circuits related to computerized devices and controls. The certificate option is suited for the student whose primary interest is in digital electronics or the student who has basic electronic experience and needs to upgrade in the digital and computer area.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
ELN 133	Digital Electronics		4
ELN 232	Introduction to Microprocessors		4
ELN 233	Microprocessor Systems		4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

ELECTRICAL CERTIFICATE

The Electrical Certificate offers a direct path to basic courses in theory, residential wiring, motor controls and programmable logic controls.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
ELC	112	DC/AC Electricity	5
ELC	113	Basic Wiring I	4
ELC	114	Basic Wiring II	4
ELC	117	Motors & Controls	4
ELC	128	Intro to PLC	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

MECHANICAL DRAFTING CERTIFICATE

The Mechanical Drafting certificate offers students with limited time the basics of mechanical drafting and computer aided design.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
DFT	111	Technical Drafting I	4
DFT	112	Technical Drafting II	4
DFT	151	CAD I	3
DFT	152	CAD II	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 14

PHLEBOTOMY CERTIFICATE

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, communications 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.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
PBT	100	Phlebotomy Technology	6
PBT	101	Phlebotomy Practicum	3
PSY	101	Applied Psychology	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

PLUMBING CERTIFICATE

The Plumbing certificate program is designed to offer a faster track for preparing for residential plumbing skills. This is accomplished by focusing on residential venting, drains, water systems and fixture installation. Code requirements are included as a part of this study. This certificate will prepare a student for residential rough-in and finish work.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses			Credit Hours
PLU 110A	Modern Plumbing		5
PLU 120A	Plumbing Applications		5
PLU 140	Intro to Plumbing codes		2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

REAL ESTATE CERTIFICATE

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

The following prerequisite was added to the College's Academic Bulletin for RLS 162 (Fundamentals of Real Estate): Satisfactory college placement test scores in reading and mathematics; or a grade of "S" in RED 090 (Improved Reading- 3-2-4), and a grade of "C" or higher in MAT 060 (Essential Mathematics- 3-2-4); or permission of the Dean of Business Technologies.

COURSE AND HOUR REQUIREMENTS

Required Courses	Credit Hours
RLS 112 Real Estate Fundamentals	4
RLS 113 Real Estate Mathematics	2
RLS 114 Real Estate Brokerage	2
RLS 115 Real Estate Finance	2
RLS 116 Real Estate Law	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

WELDING CERTIFICATE

The Welding Certificate recognizes achievement in cutting, plate and pipe welding for stick, tig and mig processes.

All certificate courses are creditable toward the diploma or Associate degree that the college is approved to offer.

COURSE AND HOUR REQUIREMENTS

Required Courses	Credit Hours
WLD 110 Cutting Processes	2
WLD 115B SMAW (Stick) Plate	3
WLD 121 GMAW (Mig) FCAW/Plate	4
WLD 215 SMAW (Stick) Pipe	4
WLD 131A GTAW (Tig) Plate	2
WLD 132 GTAW (Tig) Plate/Pipe	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

COURSE DESCRIPTIONS



ACADEMIC RELATED

Class	Lab or Shop	Credit Hours
0	2	1

ACA 115—Success & Study Skills

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Basic computer skills will be introduced to students unfamiliar with computers.

ACCOUNTING**ACC 120—Prin Of Accounting I**

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

ACC 121—Prin of Accounting II

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management. Prerequisites: ACC 120

ACC 129—Individual Income Taxes

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

ACC 149—Intro to Acc Spreadsheets

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. Prerequisites: ACC 120

ACC 150—Computerized Gen Ledger

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, pay-

roll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. Prerequisites: ACC 120

ACC 220—Intermediate Accounting I

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. Prerequisites: ACC 121

ACC 221—Intermediate Acct II

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. Prerequisites: ACC 220

ACC 225—Cost Accounting

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. Prerequisites: ACC 121

ACC 269—Auditing

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit. Prerequisites: ACC 220

AIR CONDITIONING, HEATING, AND REFRIGERATION**AHR 110—Intro to Refrigeration**

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.

eration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111—HVACR Electricity 2 2 3

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112—Heating Technology 2 4 4

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113—Comfort Cooling 2 4 4

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114—Heat Pump Technology 2 4 4

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. Prerequisites: AHR 110 or AHR 113

AHR 115—Refrigeration Systems 1 3 2

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. Prerequisites: AHR 110

AHR 130—HVAC Controls 2 2 3

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. Prerequisites: AHR 111 or ELC 111

AHR 133—HVAC Servicing 2 6 4

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. Corequisites: AHR 112 or AHR 113

AHR 151—HVAC Duct Systems I 1 3 2

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 160—Refrigerant Certification 1 0 1

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

AHR 210—Residential Building Code 1 2 2

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

AHR 211—Residential System Design 2 2 3

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

ART

ART 111—Art Appreciation 3 0 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 course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 113—Art Methods and Materials 2 3 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.

ART 114—Art History Survey I 3 0 3

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

ART 115—Art History Survey II 3 0 3

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

ART 116—Survey of American Art 3 0 3

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.

ART 121—Design I 1 4 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.

ART 122—Design II 1 4 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. Prerequisites: ART 121

ART 130—Basic Drawing 0 4 2

This course introduces basic drawing techniques and is designed to increase observation skills. Emphasis is placed on the fundamentals of drawing. Upon completion, students should be able to demonstrate various methods and their application to representational imagery.

ART 131—Drawing I 0 6 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.

ART 132—Drawing II 0 6 3

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. Students will work with graphite, ink, pastel, and colored pencil. Prerequisites: ART 131

ART 140—Basic Painting 0 4 2

This course introduces the mechanics of painting. Emphasis is placed on the exploration of painting media through fundamental techniques. Upon completion, students should be able to demonstrate a basic understanding and application of painting.

ART 212—Gallery Assistantship I 0 2 1

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.

ART 213—Gallery Assistantship II 0 2 1

This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. Prerequisites: ART 212

ART 231—Printmaking I 0 6 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. Linocut, etching, drypoint and monoprints methods are explored.

ART 240—Painting I 0 6 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. Techniques in acrylic, alkyd and oil paint are emphasized.

ART 241—Painting II 0 6 3

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. Techniques in watercolor and transparent acrylic are emphasized. Prerequisites: ART 240

ART 261—Photography I 1 4 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.

ART 288—Studio 0 6 3

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. Prerequisites: Limited to those who have completed a sequence of art courses in the proposed area of study.

AUTOMOTIVE BODY REPAIR**AUB 111—Painting & Refinishing I 2 6 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. *This is a diploma-level course.*

AUB 112—Painting & Refinishing II 2 6 4

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. Prerequisites: AUB 111 *This is a diploma-level course.*

AUB 114—Special Finishes 1 2 2

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. Prerequisites: AUB 111 *This is a diploma-level course.*

AUB 121—Non-Structural Damage I 1 4 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. *This is a diploma-level course.*

AUB 122—Non-Structural Damage II 2 6 4

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 diploma-level course.*

AUB 131—Structural Damage I 2 4 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 diploma-level course.*

AUB 132—Structural Damage II 2 6 4

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment,

structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. Prerequisites: AUB 131 *This is a diploma-level course.*

AUB 134–Autobody MIG Welding 1 4 3

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards. *This is a diploma-level course.*

AUB 136–Plastics & Adhesives 1 4 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 diploma-level course.*

AUB 162–Autobody Estimating 1 2 2

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 diploma-level course.*

BIOLOGY

BIO 111–General Biology I 3 3 4

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112–General Biology II 3 3 4

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other

related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. Prerequisites: BIO 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120–Introductory Botany 3 3 4

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. Prerequisites: BIO 110 or BIO 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130–Introductory Zoology 3 3 4

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. Prerequisites: BIO 110 or BIO 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 155–Nutrition 3 0 3

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups.

BIO 163–Basic Anat & Physiology 4 2 5

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.

BIO 165—Anatomy and Physiology I 3 3 4

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 166—Anatomy and Physiology II 3 3 4

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Prerequisites: BIO 165

BIO 175—General Microbiology 2 2 3

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. Prerequisites: BIO 163 or BIO 166

BLUEPRINT READING**BPR 111—Blueprint Reading 1 2 2**

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 121—Blueprint Reading: Mech 1 2 2

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. Prerequisites: BPR 111

BPR 130—Blueprint Reading/Const 1 2 2

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules.

Upon completion, students should be able to read and interpret a set of construction blueprints.

BROADCAST PRODUCTION**BPT 110—Intro to Broadcasting 3 0 3**

This course introduces the field of broadcasting and other electronic media. Emphasis is placed on the history, development, and current status of radio, television, and related industries. Upon completion, students should be able to demonstrate knowledge of regulations, organizational structure, revenue sources, historical development, and on-going operation of broadcasting and related industries.

BPT 111—Broadcast Law & Ethics 3 0 3

This course covers judicial, legislative, and administrative policies pertinent to the ethical and legal operation of broadcast and other electronic media organizations. Emphasis is placed on legal and ethical issues including First Amendment protection, FCC regulations, copyright, and libel laws. Upon completion, students should be able to demonstrate an understanding of the historical significance and modern-day application of important broadcast laws and policies.

BPT 112—Broadcast Writing 3 2 4

This course introduces proper copy and script writing techniques and formats for radio, television, and other electronic media. Emphasis is placed on creating effective scripts for programs and promotional materials, including commercial and public radio service announcements for a specific target audience. Upon completion, students should be able to understand and write copy and scripts according to standard industry formats.

BPT 113—Broadcast Sales 3 0 3

This course covers sales principles applicable to radio, television, cable, and other electronic media. Emphasis is placed on prospecting and servicing accounts, developing clients, and preparing sales presentations. Upon completion, students should be able to create a sales presentation based upon standard ratings reports, prospect for new customers, and understand account management.

BPT 140—Intro to TV Systems 2 0 2

This course introduces technical systems that allow production, transmission, and reception of television and other video media. Emphasis is placed on identifying components and equipment, describing their function within the video chain, and troubleshooting problems within the signal flow. Upon completion, students should be able to demonstrate an understanding of

components and equipment in the video chain and provide basic preventive maintenance on equipment.

BPT 196—Seminar in Contemporary Broadcasting & Issues 1 0 1

This seminar introduces today's current issues in Broadcasting. Emphasis is placed on trends and topics affecting broadcast programming and technology. Upon completion students should be able to demonstrate the types of issues and broadcasting that affects the current media.

BPT 220—Broadcast Marketing 3 0 3

This course introduces broadcast marketing, including cultivating an audience, building an identity, and servicing customers. Topics include the use of effective promotional tools, marketing research, rating analysis, and the development of a unified marketing plan. Upon completion, students should be able to develop a broadcast marketing plan.

BPT 231—Video/TV Production I 2 6 4

This course covers the language of film/video, shot composition, set design, lighting, production planning, scripting, editing, and operation of video and television production equipment. Emphasis is placed on mastering the body of knowledge and techniques followed in producing all forms of video and television production. Upon completion, students should be able to produce basic video and television productions in a team environment.

BPT 232—Video/TV Production II 2 6 4

This course covers advanced video and television production. Emphasis is placed on field production, post-production, digital video effects, graphics, and multi-camera productions. Upon completion, students should be able to create productions that optimize the use of studio, field, and post-production equipment. Prerequisites: BPT 231

BPT 235—TV Performance I 0 6 2

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties.

BPT 236—TV Performance II 0 6 2

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. Prerequisites: BPT 235

BPT 250—Institutional Video 2 3 3

This course covers development and production of non-broadcast video productions for clients. Emphasis is placed on satisfying client objectives, including interviewing, research, site surveying, script review, photography, and post-production. Upon completion, students should be able to plan, write, shoot, and edit an institutional video designed to meet a client's objectives.

BPT 255—Computer-Based Prod. 2 3 3

This course covers digital systems used for video, audio, and multimedia production. Emphasis is placed on computer-based tools integrating digital production with analog broadcast-related production. Upon completion, students should be able to understand and operate basic tools for video graphics, video capture, multimedia authoring, sound capture, and digital audio production. Prerequisites: CIS 110 or CIS 111

BUSINESS

BUS 110—Introduction to Business 3 0 3

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.

BUS 115—Business Law I 3 0 3

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 116—Business Law II 3 0 3

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. Prerequisites: BUS 115

BUS 121—Business Math 2 2 3

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 137—Principles of Management 3 0 3

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 153—Human Resource Mgt. 3 0 3

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225—Business Finance 2 2 3

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. Prerequisites: ACC 120

BUS 240—Business Ethics 3 0 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.

BUS 253—Leadership and Mgt Skills 3 0 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.

BUS 260—Business Communication 3 0 3

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

Prerequisites: ENG 111 and OST 130

BUS 280—REAL Small Business 4 0 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 man-

agement, 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.

CARPENTRY**CAR 111—Carpentry I 4 15 9**

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. *This is a diploma-level course.*

CAR 112—Carpentry II 4 15 9

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 diploma-level course.*

CAR 113—Carpentry III 3 9 6

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. Prerequisites: CAR 111 *This is a diploma-level course.*

CAR 114—Residential Bldg Codes 3 0 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.

CAR 115—Res Planning/Estimating 3 0 3

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. Prerequisites: BPR 130

CHEMISTRY

CHM 121—Foundations of Chemistry 3 0 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. The course will be taught with an emphasis on chemistry in the health sciences and will include an introduction to organic and biological chemistry. *This course is intended for all Associate degree programs.*

CHM 121A—Foundations of Chemistry Laboratory 0 2 1

This course is a laboratory for CHM 121. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 121. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 121. Corequisites: CHM 121

CHM 151—General Chemistry I 3 3 4

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* Prerequisite: Placement in MAT 161 or permission of instructor.

CHM 152—General Chemistry II 3 3 4

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* Prerequisites: CHM 151

INFORMATION SYSTEMS

CIS 110—Introduction to Computers 2 2 3

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. Prerequisite: A satisfactory score on the College's typing proficiency examination or departmental permission is required.

CIS 115—Intro to Prog & Logic 2 2 3

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. Prerequisites: MAT 080 and CIS 110.

CIS 120—Spreadsheet I 2 2 3

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. Prerequisites: CIS 110

CIS 130—Survey of Operating Sys 2 3 3

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance. Prerequisite: CIS 110

CIS 145—Operating Sys.-Single-User 2 2 3

This course introduces operating systems 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 system functions at the support level in a single-user environment. Corequisites: CIS 130

CIS 152–Database Concepts & Apps 2 2 3

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices. Prerequisites: CIS 110 or CIS 115

CIS 153–Database Applications 2 2 3

This course covers advanced database functions continued from CIS 152. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. Prerequisites: CIS 152

CIS 165–Desktop Publishing I 2 2 3

This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications. Prerequisites: OST 136

CIS 169–Business Presentations 1 2 2

This course provides hands-on experience with a graphics presentation package. Topics include graphics terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation. Prerequisites: CIS 110, CIS 120

CIS 172–Intro to the Internet 2 3 3

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools. Prerequisite: CIS 110

CIS 215–Hardware Install/Maint 2 3 3

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment,

upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers. Prerequisites: CIS 110 or CIS 115.

CIS 216–Software Install/Maint 1 2 2

This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software. Prerequisites: CIS 130
Corequisite: CIS 215

CIS 217–Computer Train & Support 2 2 3

This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users. Prerequisites: Completion of 30 hours in Information Systems Programming.

CIS 220–Spreadsheets II 1 2 2

This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets. Prerequisites: CIS 120

CIS 225–Integrated Software 1 2 2

This course provides strategies to perform data transfer among software programs. Emphasis is placed on data interchange among word processors, spreadsheets, presentation graphics, databases, and communications products. Upon completion, students should be able to integrate data to produce documents using multiple technologies. Prerequisites: CIS 120, CIS 152, and OST 136

CIS 245–Operating Sys.- Multi-User 2 3 3

This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment. Prerequisites: CIS 145

CIS 260–Business Graphics Apps 2 2 3

This course utilizes graphics software in a variety of business applications. Topics include terminology, design and evaluation, graphics formats and conversion, practical applications of graphics software, and integration of peripherals. Upon completion, students should be

able to create and incorporate graphic designs to enhance business communications.
Prerequisites: CIS 110

CRIMINAL JUSTICE

CJC 100—Basic Law Enforment Trn 9 27 18

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

CJC 111—Intro to Criminal Justice 3 0 3

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.

CJC 112—Criminology 3 0 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.

CJC 113—Juvenile Justice 3 0 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.

CJC 121—Law Enforment Operations 3 0 3

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.

CJC 122—Community Policing 3 0 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 solu-

tions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131—Criminal Law 3 0 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.

CJC 132—Court Procedure & Evidence 3 0 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.

CJC 141—Corrections 3 0 3

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.

CJC 151—Intro to Loss Prevention 3 0 3

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 191—Selected Topics in Corr. 0 3 1

A study of current, future, and controversial theories and practices in corrections. A critical look at punishment vs. rehabilitation along with philosophical concepts of incarceration. Alternatives to incarceration as well as post-incarceration programs and recidivism rates.

CJC 211—Counseling 3 0 3

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212—Ethics & Comm Relations 3 0 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.

CJC 213—Substance Abuse 3 0 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.

CJC 214—Victimology 3 0 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.

CJC 215—Organization and Adm. 3 0 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.

CJC 221—Investigative Principles 3 2 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.

CJC 222—Criminalistics 3 0 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.

CJC 223—Organized Crime 3 0 3

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225—Crisis Intervention 3 0 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.

CJC 231—Constitutional Law 3 0 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.

CJC 232—Civil Liability 3 0 3

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 233—Correctional Law 3 0 3

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241—Community-Based Corr. 3 0 3

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 291—Selected Topics in Criminal Justice 0 3 1

This course offers fourth seminar criminal justice students an opportunity to examine relevant and criminal issues facing our society. A seminar format is utilized to encourage the critical analysis of information.

COOPERATIVE EDUCATION**COE 111—Co-op Work Experience I 0 10 1**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122—Co-op Work Experience II 0 20 2

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COMMUNICATIONS**COM 231—Public Speaking 3 0 3**

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation,

delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech /communication.

COSMETOLOGY**COS 111—Cosmetology Concepts I 4 0 4**

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. Corequisites: COS 112

COS 112—Salon I 0 24 8

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. Corequisites: COS 111

COS 113—Cosmetology Concepts II 4 0 4

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. Prerequisites: COS 111 and COS 112 Corequisites: COS 114

COS 114—Salon II 0 24 8

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. Prerequisites: COS 112 Corequisites: COS 113

COS 115—Cosmetology Concepts III 4 0 4

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 ap-

ply these cosmetology concepts in the salon setting. Prerequisites: COS 111 and COS 112
Corequisites: COS 116

COS 116—Salon III 0 18 6

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. Prerequisites: COS 112 Corequisites: COS 115

COS 117—Cosmetology Concepts IV 2 0 2

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. Prerequisites: COS 111 and COS 112 Corequisites: COS 118

COS 118—Salon IV 0 21 7

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. Prerequisites: COS 114 and COS 116 Corequisites: COS 117

COMPUTER SCIENCE

CSC 133—C Programming 2 3 3

This course introduces computer programming using the C programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, tables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs. Prerequisite: CIS 115

CSC 134—C++ Programming 2 3 3

This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. Prerequisite: CIS 115

CSC 139—Visual BASIC Programming 2 3 3

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs. Prerequisite: CIS 115

CSC 141—Visual C++ Programming 2 3 3

This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs. Prerequisite: CIS 115

CSC 143—Object-Oriented Prog 2 3 3

This course introduces the concepts of object-oriented programming. 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, test, debug, and implement objects at the application level using the appropriate environment. Prerequisite: CIS 115. *This course is a unique concentration requirement of the Programming concentration in the Information Systems program.*

CSC 233—Advanced C 2 3 3

This course is a continuation of CSC 133 using C with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.* Prerequisites: CSC 133

CSC 234—Advanced C++ 2 3 3

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.* Prerequisites: CSC 134

CONSTRUCTION

CST 115–Drywall Installation 1 3 2

This course introduces theory and construction methods associated with drywall installation and finish. Topics include safety, tool use, measurement and layout, and materials and procedures used to install and finish drywall products. Upon completion, students should be able to properly lay out, cut, install, and finish drywall products with supervision.

DRAFTING

DFT 111–Technical Drafting I 2 6 4

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 112–Technical Drafting II 2 6 4

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. Prerequisites: DFT 111

DFT 119–Basic CAD 1 2 2

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 121–Intro to GD & T 1 2 2

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.

DFT 151–CAD I 2 3 3

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152–CAD II 2 3 3

This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students

should be able to generate and manage CAD drawings and models to produce engineering documents. Prerequisites: DFT 151

DRAMA/THEATRE

DRA 111–Theatre Appreciation 3 0 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 124–Readers Theatre 3 0 3

This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre.

DRA 128–Children's Theatre 3 0 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.

ECONOMICS

ECO 251–Prin of Microeconomics 3 0 3

This course introduces economic analysis of choices made by individuals, businesses, and industries 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.

ECO 252–Prin of Macroeconomics 3 0 3

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and

alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDUCATION

EDU 111—Early Childhood Cred I 2 0 2

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112—Early Childhood Cred II 2 0 2

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113—Family/Early Child Cred 2 0 2

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 116—Intro to Education 3 2 4

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.

EDU 131—Child, Family, & Commun 3 0 3

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be

able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144—Child Development I 3 0 3

This course covers the theories of child development and the developmental sequences of children from conception through the preschool years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145—Child Development II 3 0 3

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. Prerequisites: EDU 144

EDU 146—Child Guidance 3 0 3

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151—Creative Activities 3 0 3

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 153—Health, Safety, & Nutrit 3 0 3

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to

set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 185—Cognitive & Lang Act 3 0 3

This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities.

EDU 188—Issues in Early Child Ed 2 0 2

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

EDU 221—Children with Sp Needs 3 0 3

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies. Prerequisites: EDU 144 and EDU 145

EDU 234—Infants, Toddlers, & Twos 3 0 3

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 251—Exploration Activities 3 0 3

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259—Curriculum Planning 3 0 3

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon

completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies. Prerequisites: EDU 112, EDU 113

EDU 261—Early Childhood Admin I 2 0 2

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 275—Effective Teach Train 2 0 2

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 282—Early Childhood Lit 3 0 3

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 288—Adv Issues/Early Child Ed 2 0 2

This course covers advanced topics and issues in early childhood. 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 advanced current topics and issues in early childhood education.

ENGINEERING

EGR 285—Design Project 0 4 2

This course provides the opportunity to design and construct an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the

approved project. Upon completion, students should be able to present and demonstrate operational projects.

ELECTRICITY

ELC 111—Intro to Electricity 2 2 3

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112—DC/AC Electricity 3 6 5

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113—Basic Wiring I 2 6 4

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114—Basic Wiring II 2 6 4

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations. Prerequisites: ELC 113

ELC 115—Industrial Wiring 2 6 4

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. Prerequisites: ELC 113

ELC 117—Motors and Controls 2 6 4

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. Prerequisites: ELC 111, 112 or ELC 131

ELC 118—National Electrical Code 1 2 2

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119—NEC Calculations 1 2 2

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 128—Intro to PLC 2 3 3

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131—DC/AC Circuit Analysis 4 3 5

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. Corequisites: MAT 161

ELECTRONICS

ELN 131—Electronic Devices 3 3 4

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and

troubleshoot discrete component circuits using appropriate techniques and test equipment. Prerequisites: ELC 112, ELC 131

ELN 132—Linear IC Applications 3 3 4

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment. Prerequisites: ELN 131

ELN 133—Digital Electronics 3 3 4

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. Prerequisites: ELC 111, ELC 112, or ELC 131

ELN 135—Electronic Circuits 2 3 3

This course covers discrete component amplifiers, power supplies, wave-shaping, oscillators, and special purpose ICs. Topics include feedback, analog arithmetic circuits, current and voltage sources, amplifiers, timers, PLLs, filters, regulators, and other related circuits. Upon completion, students should be able to determine, by the configuration, the function of common analog circuits and troubleshoot circuits based on service information. Prerequisites: ELN 131

ELN 150—CAD for Electronics 1 3 2

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. Prerequisites: CIS 110 or CIS 111

ELN 229—Industrial Electronics 2 4 4

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit. Prerequisites: ELC 112, ELC 131

ELN 231—Industrial Controls 2 3 3

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery. Prerequisites: ELC 112 or ELC 131

ELN 232—Intro to Microprocessors 3 3 4

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. Prerequisites: ELN 133

ELN 233—Microprocessor Systems 3 3 4

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment. Prerequisites: ELN 232

ENGLISH

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by the college's placement test.

ENG 080—Writing Foundations 3 2 4

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. Prerequisites: Placement This course does not satisfy the developmental reading and writing prerequisite for ENG 111.

ENG 090—Composition Strategies 3 0 3

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in

developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. Prerequisites: ENG 080 or Placement *This course satisfies the developmental prerequisite for ENG 111.*

ENG 090A—Comp Strategies Lab 0 2 1

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. Prerequisites: ENG 080 or Placement Corequisites: ENG 090

ENG 101—Applied

Communications I 3 0 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. This is a diploma-level course.

ENG 102—Applied

Communications II 3 0 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. *This is a diploma-level course.*

ENG 111—Expository Writing 3 0 3

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Prerequisites: ENG 090 and RED 090. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 112—Argument-Based Research

3 0 3

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented

argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. Prerequisites: ENG 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113—Literature-Based Research

3 0 3

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. Prerequisites: ENG 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 125—Creative Writing I

3 0 3

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. Prerequisites: ENG 111 Corequisites: ENG 112 or ENG 113

ENG 126—Creative Writing II

3 0 3

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. Prerequisites: ENG 125

ENG 131—Introduction to Literature 3 0 3

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course will be offered alternate summers in conjunction with other humanities courses that include travel. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* Prerequisites: ENG 111 Corequisites: ENG 112 or ENG 113

ENG 231—American Literature I 3 0 3

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background,

cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Prerequisites: ENG 112 or ENG 113. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232—American Literature II 3 0 3

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Prerequisites: ENG 112 or ENG 113. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233—Major American Writers 3 0 3

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course will be offered alternate summers in conjunction with other humanities courses that include travel. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* Prerequisites: ENG 112 or ENG 113

ENG 241—British Literature I 3 0 3

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. Prerequisites: ENG 112 or ENG 113. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242—British Literature II 3 0 3

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. Prerequisites: ENG 112 or ENG 113. *This course has*

been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 251—Western World

Literature I

3 0 3

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. Prerequisites: ENG 112 or ENG 113. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 252—Western World

Literature II

3 0 3

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. Prerequisites: ENG 112 or ENG 113. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261—World Literature I

3 0 3

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. Prerequisites: ENG 112 or ENG 113. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262—World Literature II

3 0 3

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. Prerequisites: ENG 112 or ENG 113. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 272—Southern Literature 3 0 3

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. Prerequisites: ENG 112 or ENG 113

FIRE PROTECTION**FIP 120—Intro to Fire Protection 2 0 2**

This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124—Fire Prevention & Public Ed 3 0 3

This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

FIP 128—Detection & Investigation 3 0 3

This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

FIP 132—Building Construction 3 0 3

This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

FIP 136—Inspections & Codes 3 0 3

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, iden-

tifying 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.

FIP 140—Industrial Fire Protect 2 0 2

This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to prepare a procedure to plan, organize, and evaluate an industrial facility's fire protection.

FIP 144—Sprinklers & Auto Alarms 2 2 3

This course introduces various types of automatic sprinklers, standpipes, and fire alarm systems. Topics include wet or dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, and other related topics. Upon completion, students should be able to demonstrate a working knowledge of various sprinkler and alarm systems and required inspection and maintenance.

FIP 152—Fire Protection Law 2 0 2

This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 156—Computers in Fire Svc 1 2 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.

FIP 220—Fire Fighting Strategies 3 0 3

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

FIP 230—Chem of Hazardous Mat I 5 0 5

This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill

and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 236—Emergency Management 2 0 2

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.

FIP 256—Munic Public Relations 2 0 2

This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization.

FIP 260—Fire Protect Planning 3 0 3

This course covers the need for a comprehensive approach to fire protection planning. Topics include the planning process, using an advisory committee, establishing goals and objectives, and techniques used to approve and implement a plan. Upon completion, students should be able to demonstrate a working knowledge of the concepts and principles of planning as it relates to fire protection.

FIP 276—Managing Fire Services 3 0 3

This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

GEOGRAPHY

GEO 111—World Regional

Geography 3 0 3

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved*

to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 130—General Physical

Geography 3 0 3

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEOLOGY

GEL 111—Introductory Geology 3 2 4

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEL 120—Physical Geology 3 2 4

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

HEALTH

HEA 110—Personal Health/Wellness 3 0 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.

HEA 111—First Aid & Safety 1 2 2

This course provides first aid and safety education. Emphasis is placed on safe attitudes, accident prevention, and response to accidents

and injuries. Upon completion, students should be able to demonstrate proper first aid and safety skills.

HEA 120—Community Health 3 0 3

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems.

HISTORY

HIS 111—World Civilizations I 3 0 3

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112—World Civilizations II 3 0 3

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131—American History I 3 0 3

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132—American History II 3 0 3

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 develop-

ments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 228—History of the South 3 0 3

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. As a portion of this class, we will travel to different areas that are of interest to Southern History.

HIS 229—History of the Old South 3 0 3

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. As a portion of this class, we will travel to different areas that are of interest to Southern History.

HUMANITIES

HUM 120—Cultural Studies 3 0 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. The culture to be studied is Afro-American culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 122—Southern Culture 3 0 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 170—The Holocaust 3 0 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.

HUM 211—Humanities I 3 0 3

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. Prerequisites: ENG 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HYDRAULICS

HYD 110—Hydraulics/Pneumatics I 2 3 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.

INDUSTRIAL SCIENCE

ISC 110—Workplace Safety 1 0 1

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 112—Industrial Safety 2 0 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. Particular emphasis is placed on the management structure and practices required to achieve excellence in safety results.

ISC 128—Industrial Leadership 2 0 2

This course introduces principles and techniques for managers in modern industry. Topics include leadership traits, management principles and processes, managing conflict, group dynamics, team building, counseling,

motivation, and communication. Upon completion, students should be able to understand and apply leadership and management principles in work situations. Emphasis is given to: defining excellence, principles centered leadership, character ethic rather than personality based cultures, and achieving high trust levels essential in high performance organizations.

ISC 132—Mfg Quality Control 2 3 3

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. Emphasis is given to the development and use of control charts and operation involvement in achieving quality excellence.

ISC 133—Mfg Management Practices 2 0 2

This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.

ISC 135—Principles of Industrial Mgmt 3 0 3

This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 136—Productivity Analysis I 2 3 3

This course covers modern methods of improving productivity. Topics include traditional motion economy, methods analysis, time standards, process analysis, cycle time management, and human factors/ergonomics. Upon completion, students should be able to demonstrate an understanding of productivity concepts and apply productivity improvement techniques to work situations.

ISC 170—Problem-Solving Skills 3 0 3

This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning sup-

port from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

ISC 221—Statistical Qual Control 3 0 3

This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production. Prerequisites: Completion of curriculum mathematics requirement

ISC 233—Industrial Org & Mgmt 3 0 3

This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses. Prerequisites: ISC 133 or ISC 128

ISC 235—Management Problems 3 0 3

This course covers problem-solving strategies for a variety of industrial management problems. Emphasis is placed on integrating management principles and practices in an industrial setting through a case-study approach. Upon completion, students should be able to analyze a variety of management problems and provide oral and/or written reports which include problem definition and recommendations.

ISC 255—Engineering Economy 2 2 3

This course covers the process of economic evaluation of manufacturing industrial alternatives such as equipment selection, replacement studies, and cost reduction proposals. Topics include discounted cash flows, time value of money, income tax considerations, internal rates of return, and comparison of alternatives using computer programs. Upon completion, students should be able to analyze complex manufacturing alternatives based on engineering economy principles.

MACHINING

MAC 111—Machining Technology I 2 12 6

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should

be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112—Machining Technology II 2 12 6

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. Prerequisites: MAC 111

MAC 113—Machining Technology III 2 12 6

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. Prerequisites: MAC 112

MAC 121—Intro to CNC 2 0 2

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122—CNC Turning 1 3 2

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124—CNC Milling 1 3 2

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.

MATHEMATICS

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.

MAT 060—Essential Mathematics 3 2 4

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate. Prerequisites: Placement

MAT 070—Introductory Algebra 3 2 4

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. Prerequisites: MAT 060 or Placement. Corequisites: RED 080

MAT 080—Intermediate Algebra 3 2 4

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. Prerequisites: MAT 070 or Placement. Corequisites: RED 80

MAT 101—Applied Mathematics I 2 2 3

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. Prerequisites: MAT 060 *This course is intended for certificate and diploma programs.*

MAT 102—Applied Mathematics II 2 2 3

This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry. Upon completion, students should be able to solve applied problems both independently and collaboratively. Prerequisites: MAT 101 *This course is intended for certificate and diploma programs.*

MAT 140—Survey of Mathematics 3 0 3

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. Prerequisites: MAT 070. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 141—Math I for Teachers/K-9 3 0 3

This course is the first of a two course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. Prerequisites: MAT 080

MAT 142—Math II for Teachers/K-9 3 0 3

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. Prerequisites: MAT 141

MAT 151—Statistics I 3 0 3

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. Prerequisites: MAT 080. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151A—Statistics I Lab 0 2 1

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in class. Upon completion, students should be able to solve prob-

lems, apply critical thinking, work in teams, and communicate effectively. Prerequisites: MAT 080. Corequisites: MAT 151

MAT 161—College Algebra 3 0 3

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. Prerequisites: MAT 080. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 162—College Trigonometry 3 0 3

This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. Prerequisites: MAT 161. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171—Precalculus Algebra 3 0 3

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. Prerequisites: MAT 080. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172—Precalculus Trigonometry 3 0 3

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Prerequisites: MAT 171. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175—Precalculus 4 0 4

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Prerequisites: High School Algebra III/Trigonometry. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271—Calculus I 3 2 4

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. Prerequisites: MAT 172 or MAT 175. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272—Calculus II 3 2 4

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. Prerequisites: MAT 271. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273—Calculus III 3 2 4

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. Prerequisites: MAT 272. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 285—Differential Equations 3 0 3

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions, eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. Prerequisites: MAT 272.

MECHANICAL**MEC 110—Intro to CAD/CAM 2 2 3**

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111—Machine Processes I 2 3 3

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MEC 112—Machine Processes II 2 3 3

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound set up of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts. Prerequisites: MEC 111

MEC 161—Manufacturing Processes I 3 0 3

This course provides the fundamental principles of processing materials into usable forms for the customer. Emphasis is placed on material forming, removal, and value-added processing provided to the customer by the manufacturers. Upon completion, students should be able to apply principles of traditional and non-traditional processing for metals and non-metals.

MEC 165—Fabrication Techniques 1 3 2

This course expands skills in bench work, welding, and machinery. Emphasis is placed on integrating techniques of welding and machine processes. Upon completion, students should be able to design, fabricate, and repair parts and/or modify existing equipment. Prerequisites: WLD 112 and MEC 111

MEC 172—Intro to Metallurgy 2 2 3

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MEDICAL ASSISTING**MED 121—Medical Terminology I 3 0 0 3**

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122—Medical Terminology II 3 0 0 3

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.

Prerequisites: MED 121

MARKETING AND RETAILING**MKT 120—Principles of Marketing 3 0 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.

MKT 122—Visual Merchandising 3 0 3

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 123—Fundamentals of Selling 3 0 3

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 125—Buying and Merchandising 3 0 3

This course includes an analysis of the organization for buying—what, when and how to buy—and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 220—Adv. and Sales Promotion 3 0 3

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 225—Marketing Research 3 0 3

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. Prerequisites: MKT 120 *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 226—Retail Applications 3 0 3

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 227—Marketing Applications 3 0 3

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students

should be able to effectively participate in the formulation of a marketing strategy. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

MAINTENANCE**MNT 110—Intro to Maint Procedures 1 3 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.

MUSIC**MUS 110—Music Appreciation 3 0 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 course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NETWORKING TECHNOLOGY**NET 110—Data Comm/Networking 2 2 3**

This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking. Corequisites: CIS 130

NET 120—Network Install/Admin I 2 2 3

This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks. Prerequisites: NET 110 and CIS 215

NET 220—Network Install/Admin II 2 2 3

This course covers advanced network installation and administration concepts and procedures. Topics include basic network troubleshooting techniques, advanced printer services, traffic management, security, backup,

multiple protocol support, server configuration options, fault tolerance, and inter-network options. Upon completion, students should be able to demonstrate understanding of advanced management of departmental networks. Prerequisites: NET 120 and ELC 111

NET 230—Wide Area Networking 2 2 3

This course is designed to introduce significant aspects of network interconnectivity. Topics include LAN-to-LAN, LAN-to-host, LAN-to-WAN connectivity, Internet connections, and voice-video-data transmission. Upon completion, students should be able to demonstrate an understanding of wide area networking. Prerequisites: NET 120, 220 and ELC 111

NET 240—Network Design 3 0 3

This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internet working devices, redundancy, and broad-band versus base-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements. Prerequisites: NET 120 and ELC 111

NET 250—Advanced Networks I 2 2 3

This course covers advanced network management, security, and server issues. Topics include server types (file, database, fax, communication, FTP, e-mail, CD-ROM), encryption, authentication, remote monitoring, viruses, and disaster recovery. Upon completion, students should be able to perform advanced monitoring and management of various types of servers and networks. Prerequisites: CIS 245

NET 251—Advanced Networks II 2 2 3

This course is a continuation of NET 250. Topics include further discussion of network management, monitoring and security, as well as additional work with various types of servers. Upon completion, students should be able to detect and resolve problems relating to network security, performance, and recovery on various types of servers. Prerequisites: NET 250

NET 260—Internet Dev & Support 3 0 3

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization. Prerequisites: NET 110 and NET 120

NET 280—Networking Project 1 4 3

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. Prerequisites: NET 240 and completion of 30 hours in the Networking Technology program

NURSING

NUR 101—Practical Nursing I 7 6 6 11

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Prerequisites: Enrollment in the Practical Nursing program. *This is a diploma-level course.*

NUR 102—Practical Nursing II 8 0 12 12

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.* Prerequisites: NUR 101.

NUR 103—Practical Nursing III 6 0 12 10

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.* Prerequisites: NUR 102

NUR 115—Fundamentals of Nursing 2 3 6 5

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the

discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Prerequisites: Admission to the Associate Degree Nursing program. Corequisite: NUR 117, BIO 155, PSY 150, ACA 111

NUR 117—Pharmacology 1 3 0 2

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely. Students must pass a mathematics and calculation competency examination to successfully pass the course. Prerequisites: Admission to program. Corequisites: NUR 115, ACA 111

NUR 125—Maternal-Child Nursing 5 3 6 8

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families. Prerequisites: NUR 115, NUR 185 Corequisites: NUR 233

NUR 133—Nursing Assessment 2 3 0 3

This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment. Prerequisites: NUR 115, NUR 117, BIO 155, BIO 165, PSY 150 Corequisites: NUR 135, PSY 150

NUR 135—Adult Nursing I 5 3 9 9

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health. Community and acute episodic settings will be utilized for applying the associate degree nursing roles. Prerequisites: NUR 115, NUR 117, BIO 155, BIO 165, PSY 150 Corequisites: BIO 166, NUR 133

NUR 185—Mental Health Nursing 3 0 6 5

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs. Prerequisites: NUR 115, NUR 133, NUR 135 Corequisites: PSY 241, BIO 175, ENG 111

NUR 189—Nursing Transition 1 3 0 2

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student. Prerequisites: Enrollment in Nursing Transition program and current North Carolina LPN license

NUR 191—Selected Topics in Pharmacology 0 3 0 1

This course introduces information concerning the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 233—Leadership in Nursing 2 0 0 2

This course is designed to enhance nursing leadership and management skills in a variety of health care settings. Emphasis is placed on leadership styles, supervision, delegation, leadership and management theories, conflict resolution, change, and time management. Upon completion, students should be able to apply leadership and management skills in a variety of health care settings. Prerequisites: NUR 135, NUR 185 Corequisites: NUR 125

NUR 235—Adult Nursing II 4 3 15 10

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health. Acute care and long term care settings will be utilized for practicums in complex

care and leadership experiences. Prerequisites: NUR 125, NUR 135, NUR 233
Corequisites: NUR 244

NUR 244—Issues and Trends 2 0 0 2

This course presents an overview of current trends and issues in nursing as they affect nursing practice in a changing health care environment. Emphasis is placed on making an effective transition into the roles of the practicing nurse. Upon completion, students should be able to articulate professional aspects of the practice of nursing. Prerequisites: NUR 125, NUR 233 Corequisites: NUR 235

OPERATIONS MANAGEMENT

OMT 150—Op Mgt Behavioral Sci 3 0 3

This course introduces social and behavioral science theories as they relate to operational management. Emphasis is placed on the studies and conclusions of McGregor, Maslow, Herzburg, Likert, Aggyris, and Blake. Upon completion, students should be able to recognize and place emphasis on behavioral science in developing and creating an environment that promotes quality. Emphasis is given to learning those factors of motivation that work in the "real world" of manufacturing and how to use these skills.

OMT 155—Meeting & Present Skills 3 0 3

This course is designed to develop skills for facilitating successful meetings by enhancing employee involvement and initiative. Topics include planning meetings that promote results, encouraging diverse points of view, handling disruptive behavior, encouraging participation, and taking action when required. Upon completion, students should be able to plan and participate in meetings that accomplish positive results.

OFFICE SYSTEMS TECHNOLOGY

OST 122—Office Computations 1 2 2

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 130—Basic Keyboarding 1 2 2

This course covers basic keyboarding and formatting. Emphasis is placed on correct techniques, mastery of the keyboard, and simple business correspondence. Upon completion, students should be able to key business correspondence.

OST 131—Keyboarding 1 2 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. The student should also be able to key business correspondence and reports.

OST 134—Text Entry & Formatting 3 2 4

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents. Prerequisites: OST 131

OST 135—Adv Text Entry & Format 3 2 4

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation. Prerequisites: OST 134

OST 136—Word Processing 1 2 2

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Prerequisites: OST 131

OST 137—Office Software App. 1 2 2

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment. Prerequisites: OST 131

OST 148—Med Coding Billing & Insu 3 0 3

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 149—Med Legal Issues 2 0 2

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. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 164—Text Editing Applications 3 0 3

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181—Intro to Office Systems 3 0 3

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. Prerequisites: OST 131

OST 184—Records Management 1 2 2

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223—Machine Transcription I 1 2 2

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy. Prerequisites: OST 134, OST 136, and OST 164

OST 224—Machine Transcription II 1 2 2

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance. Prerequisites: OST 223

OST 233—Office Publications

Design

2 2 3

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should

be able to design and produce professional business documents and publications. Prerequisites: OST 136

OST 236—Adv Word/Information

Proc

2 2 3

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. Prerequisites: OST 136

OST 241—Med Ofc Transcription I 1 2 2

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. Prerequisites: MED 121, 122 and OST 135. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 242—Med Ofc Transcription II 1 2 2

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties. Prerequisites: OST 241 *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 243—Med Office Simulation 2 2 3

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. Prerequisites: OST 131, OST 148 and OST 135. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 286—Professional Development

2 0 2

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude,

personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289—Office Systems Management 2 2 3

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment. Prerequisites: OST 134, OST 136, and OST 164

PHLEBOTOMY

PBT 100—Phlebotomy Technology 5 2 0 6

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. Prerequisites: Enrollment in the Phlebotomy Technology program. *This is a certificate-level course.*

PBT 101—Phlebotomy Practicum 0 0 9 3

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. Prerequisites: PBT 100. *This is a certificate-level course.*

PHYSICAL EDUCATION

PED 110—Fit and Well for Life 1 2 2

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.

PED 111—Physical Fitness I 0 3 1

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

PED 112—Physical Fitness II 0 3 1

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. Prerequisites: PED 111

PED 113—Aerobics I 0 3 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.

PED 114—Aerobics II 0 3 1

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. Prerequisites: PED 113

PED 115—Step Aerobics I 0 3 1

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics.

PED 116—Step Aerobics II 0 3 1

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. Prerequisites: PED 115

PED 117—Weight Training I 0 3 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.

PED 118—Weight Training II 0 3 1

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. Prerequisites: PED 117

PED 119—Circuit Training 0 3 1

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness.

PED 125—Self-Defense-Beginning 0 2 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.

PED 126—Self-Defense-Intermediate 0 2 1

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. Prerequisites: PED 125

PED 128—Golf-Beginning 0 2 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.

PED 129—Golf-Intermediate 0 2 1

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 to demonstrate the knowledge and ability to play a recreational round of golf. Prerequisites: PED 128

PED 130—Tennis-Beginning 0 2 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.

PED 131—Tennis-Intermediate 0 2 1

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. Prerequisites: PED 130

PED 141—Tumbling and Gymnastics 0 2 1

This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus.

PED 142—Lifetime Sports 0 2 1

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities.

PED 143—Volleyball-Beginning 0 2 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.

PED 144—Volleyball-Intermediate 0 2 1

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. Prerequisites: PED 143

PED 145—Basketball-Beginning 0 2 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.

PED 146—Basketball-Intermediate 0 2 1

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. Prerequisites: PED 145

PED 147–Soccer 0 2 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.

PED 148–Softball 0 2 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.

PED 150–Baseball/Beginning 0 3 1

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball.

PED 151–Baseball/Intermediate 0 3 1

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. Prerequisites: PED 151

PED 170–Backpacking 0 2 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.

PED 171–Nature Hiking 0 2 1

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.

PED 172–Outdoor Living 1 2 2

This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures.

PED 173–Rock Climbing 0 2 1

This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling.

PED 174–Wilderness Pursuits 0 2 1

This course covers the skills necessary to prepare for and participate in a wilderness trip. Emphasis is placed on planning, preparing, and participating in a wilderness pack trip. Upon completion, students should be able to safely participate in overnight wilderness pack trips.

PED 240–Advanced PE Skills 0 2 1

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. Prerequisite: Demonstrated advanced skills in the specific area of physical education.

PED 250–Officiating/Bkball/Vball 1 2 2

This course introduces the rules and techniques for sports officiating in basketball and volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball and volleyball.

PED 251–Officiating/Ftball/Soccer 1 2 2

This course introduces the rules and techniques for sports officiating in football and soccer. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football and soccer.

PED 252–Officiating/Bsball/Sfball 1 2 2

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.

PED 254–Coaching Basketball 1 2 2

This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball.

PED 255—Coaching Football 1 2 2

This course introduces the theory and methods of coaching football. Emphasis is placed on rules, game strategies, and selected techniques of coaching football. Upon completion, students should be able to demonstrate competent coaching skills in football.

PED 256—Coaching Baseball 1 2 2

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball.

PHILOSOPHY**PHI 210—History of Philosophy 3 0 3**

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. Prerequisites: ENG 111 *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 240—Introduction to Ethics 3 0 3

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. Prerequisites: ENG 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHYSICS**PHY 101—Fundamentals of Physics I 3 2 4**

This course introduces fundamental physical concepts with emphasis on applications. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to their specific programs. *This course is intended for certificate and diploma programs.*

PHY 102—Fundamentals of Physics II 3 2 4

This course introduces fundamental physical concepts with emphasis on applications. Topics include systems of units, problem-solving methods, graphical analyses, electrostatics, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to their specific programs. *This course is intended for certificate and diploma programs.*

PHY 131—Physics-Mechanics 3 2 4

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. Prerequisites: MAT 161

PHY 151—College Physics I 3 2 4

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. Prerequisites: MAT 161. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152—College Physics II 3 2 4

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. Prerequisites: PHY 151. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251—General Physics I 3 3 4

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. Prerequisites: MAT 271. Corequisites: MAT 272. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252—General Physics II 3 3 4

This course uses a calculus-based mathematical model to introduce the fundamental concepts that describe the physical world. Topics include electrostatics 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. Prerequisite: MAT 272 and PHY 251. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PLUMBING**PLU 110—Modern Plumbing 4 15 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.

PLU 120—Plumbing Applications 4 15 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.

PLU 130—Plumbing Systems 3 9 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.

PLU 140—Intro to Plumbing Codes 1 2 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.

PLU 150—Plumbing Diagrams 1 2 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.

POLITICAL SCIENCE**POL 120—American Government 3 0 3**

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 220—International Relations 3 0 3

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSYCHOLOGY**PSY 101—Applied Psychology 3 0 3**

This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. *This course is intended for certificate and diploma programs.*

PSY 102—Human Relations 2 0 2

This course covers the skills necessary to handle human relationships effectively. Topics include self-understanding, interpersonal communication, group dynamics, leadership skills, diversity, time and stress management, and conflict resolution with emphasis on work relationships. Upon completion, students should be able to demonstrate improved personal and interpersonal effectiveness. *This course is intended for certificate and diploma programs.*

PSY 110—Life Span Development 3 0 3

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 135—Group Processes 3 0 3

This course provides an examination of group dynamics and structure. Topics include team-building, interpersonal communication, leadership, decision making, and problem solving. Upon completion, students should be able to demonstrate the knowledge and skills necessary for effective group participation.

PSY 150—General Psychology 3 0 3

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 239—Psychology of Personality 3 0 3

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. Prerequisites: PSY 150 *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241—Developmental Psych 3 0 3

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. Prerequisites: PSY 150. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243—Child Psychology 3 0 3

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. Prerequisites: PSY 150

PSY 281—Abnormal Psychology 3 0 3

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. Students are taught basic skills to assist in the assessment of disorders. Prerequisites: PSY 150. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

RADIOGRAPHY**RAD 110—Rad Intro & Patient Care 2 3 0 3**

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. Prerequisites: Enrollment in Radiography program. Corequisites: RAD 111 and RAD 151

RAD 111—RAD Procedures I 3 3 0 4

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas. Prerequisites: Enrollment in the Radiography program. Corequisites: RAD 110 and RAD 151

RAD 112—RAD Procedures II 3 3 0 4

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas. Prerequisites: RAD 110, RAD 111, and RAD 151.

RAD 121—Radiographic Imaging I 2 3 0 3

This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality. Prerequisites: RAD 110, RAD 111, and RAD 151. Corequisites: RAD 112 and RAD 161

RAD 122—Radiographic Imaging II 1 3 0 2

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images. Prerequisites: RAD 112, RAD 121, and RAD 161. Corequisites: RAD 131 and RAD 171

RAD 131—Radiographic Physics I 1 3 0 2

This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment. Prerequisites: RAD 112, RAD 121, and RAD 161. Corequisites: RAD 122 and RAD 171

RAD 151—RAD Clinical Ed I 0 0 6 2

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. Prerequisites: Enrollment in the Radiography program. Corequisites: RAD 110 and RAD 111

RAD 161—RAD Clinical Ed II 0 0 15 5

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. Prerequisites: RAD 110, RAD 111, and RAD 151. Corequisites: RAD 112 and RAD 121

RAD 171—RAD Clinical Ed III 0 0 12 4

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. Prerequisites: RAD 112, RAD 121, and RAD 161. Corequisites: RAD 122 and RAD 131

RAD 211—RAD Procedures III 2 3 0 3

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas. Prerequisites: RAD 122. Corequisites: RAD 231, RAD 241, and RAD 251

RAD 231—Radiographic Physics II**1 3 0 2**

This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production. Prerequisites: RAD 171. Corequisites: RAD 211, RAD 241, and RAD 251

RAD 241—Radiation Protection**2 0 0 2**

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. Prerequisites: RAD 122, RAD 131, and RAD 171. Corequisites: RAD 211, RAD 231, and RAD 251

RAD 245—Radiographic Analysis**2 3 0 3**

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images. Prerequisites: RAD 251 Corequisites: RAD 261

RAD 251—RAD Clinical Ed IV**0 0 21 7**

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. Prerequisites: RAD 122, RAD 131, and RAD 171. Corequisites: RAD 211, RAD 231, and RAD 241

RAD 261—RAD Clinical Ed V**0 0 21 7**

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. Prerequisites: RAD 251 Corequisites: RAD 245

READING

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.

RED 080—Intro to College Reading**3 2 4**

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. Prerequisites: Placement *This course does not satisfy the developmental reading prerequisite for ENG.*

RED 090—Improved College Reading**3 2 4**

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. Prerequisites: RED 080 or Placement. *This course satisfies the developmental reading prerequisite for ENG 111.*

RELIGION**REL 110—World Religions****3 0 3**

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. The subject matter is taught from a nonsectarian stance not promoting any particular group's religious beliefs. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 111—Eastern Religions**3 0 3**

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 112–Western Religions 3 0 3

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211–Intro to Old Testament 3 0 3

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. The subject matter is taught from a nonsectarian stance not promoting any particular group's religious beliefs. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212–Intro to New Testament 3 0 3

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. The subject matter is taught from a nonsectarian stance not promoting any particular group's religious beliefs. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 221–Religion in America 3 0 3

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This is a summer travel course. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REAL ESTATE**RLS 112–Real Estate Fundamentals 4 0 4**

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. Prerequisites: Satisfactory college placement test scores in reading and mathematics; or a grade of "S" in RED 90 (Improved College Reading –3-2-4), and a grade of "C" or higher in MAT 060; or permission of the Dean of Business Technologies.

RLS 113–Real Estate Mathematics 2 0 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.

RLS 114–Real Estate Brokerage 2 0 2

This course provides basic instruction in the various real estate brokerage operations, including trust account records and procedures. Topics include establishing a brokerage firm, management concepts and practices, personnel and training, property management, advertising and publicity, records and bookkeeping systems, and financial operations. Upon completion, students should be able to establish, operate, and manage a realty brokerage practice in a manner which protects and serves the public interest. Prerequisites: RLS 112 or current Real Estate license

RLS 115–Real Estate Finance 2 0 2

This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers. Prerequisites: RLS 112 or current Real Estate license

RLS 116—Real Estate Law 2 0 2

This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers. Prerequisites: RLS 112 or current Real Estate license

SOCIOLOGY**SOC 210—Introduction to Sociology 3 0 3**

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213—Sociology of the Family 3 0 3

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220—Social Problems 3 0 3

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 225—Social Diversity 3 0 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SPANISH**SPA 111—Elementary Spanish I 3 0 3**

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112—Elementary Spanish II 3 0 3

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. Prerequisites: SPA 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 181—Spanish Lab I 0 2 1

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 to demonstrate cultural awareness. Corequisites: Be enrolled in SPA 111

SPA 182—Spanish Lab II 0 2 1

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 spo-

ken and written Spanish, and to demonstrate cultural awareness. Prerequisites: SPA 181 Corequisites: Be enrolled in SPA 112.

SPA 211—Intermediate Spanish I 3 0 3

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. Prerequisites: SPA 112. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212—Intermediate Spanish II 3 0 3

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. Prerequisites: SPA 211. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 281—Spanish Lab III 0 2 1

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. Prerequisites: SPA 182 Corequisites: Be enrolled in SPA 211

SPA 282—Spanish Lab IV 0 2 1

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 and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing and sophistication. Prerequisite: SPA 181. Be enrolled in SPA 212.

WELDING

WLD 110—Cutting Processes 1 3 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.

WLD 111—Oxy-Fuel Welding 1 3 2

This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

WLD 112—Basic Welding Processes 1 3 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.

WLD 115—SMAW (Stick) Plate 2 9 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.

WLD 121—GMAW (MIG) FCAW/Plate 2 6 4

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122—GMAW (MIG) Plate/Pipe 1 6 3

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry. Prerequisites: WLD 121

WLD 131—GTAW (TIG) Plate 2 6 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.

WLD 132–GTAW (TIG) Plate/Pipe 1 6 3

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. Prerequisites: WLD 131

WLD 141–Symbols & Specifications 2 2 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.

WLD 215–SMAW (Stick) Pipe 1 9 4

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. Prerequisites: WLD 115

NON-CREDIT PROGRAMS



INDUSTRY AND COMMUNITY SERVICE

CONTINUING EDUCATION PROGRAMS

Adult or Continuing Education as defined in this catalog includes activities designed to meet the needs of people beyond compulsory school age whose major occupation may not be that of a full time student. It is the purpose of Cleveland Community College to afford this opportunity to each individual to develop to the fullest potential in vocational, intellectual, or cultural areas. It is also the aim of the College to be of service to area industries, businesses, and public agencies by providing training and upgrading for employees. In order to meet these aims, the Extension and Adult Education Division of the College will help make continuing education available by offering a variety of courses and programs.

The extent of different programs and courses is based upon the interest shown by the community, availability of competent instructors, and the limitations of available equipment, space, and funds. Whenever possible, courses are scheduled as community needs or interests are indicated. Some classes, constantly in demand, are offered on a continuing basis. Others are started at the requests and suggestions for additional courses.

Continuing education classes conducted by Cleveland Community College have two classifications: occupational, and community service programs. The classes are non-curriculum, vary in length, conducted both day and evening, and are taught by qualified instructors selected by the College. A schedule of some classes being offered is announced by the College prior to each term and other classes are announced during the term, as they are arranged.

ADMISSION

Any adult 18 years or older or any public school student 16 years or older with valid dual enrollment forms are eligible to enroll.

REGISTRATION

Registration will be held at the first class meeting unless specified otherwise. In some instances when enrollment is limited, adults should notify the College by phone, letter, or personal visit to place their names on the pre-registration list for classes.

EXPENSES

Fees for occupational extension are set by the North Carolina Legislature. Community Services fees are set by Cleveland

Community College's Board of Trustees. Registration fees are waived for Fire Service and Law Enforcement Training Programs including Civil Preparedness courses, programs for Emergency Medical personnel, and North Carolina residents 65 years of age or older except for self supporting courses. A charge may be necessary in some courses for class supplies. Books, when required, are available through the College Store for both campus and off-campus classes.

REFUNDS

Cleveland Community College's refund policy is as follows:

1. A pre-registered extension student who officially withdraws from an extension class prior to the first day will be eligible for a 100% refund, if requested.
2. For a class that meets 4 times or less, a 75% refund shall be made upon the request of the student if the student officially withdraws prior to or on the first day of class.
3. For classes meeting 5 or more times, a 75% refund upon request of student if the student officially withdraws prior to or on the official 20% point of the class. A request for a refund will not be considered after the 20% point.

CLASS LOCATIONS

Many of the Continuing Education classes are held on the campus at Cleveland Community College. Others are conducted throughout Cleveland County in public schools, community centers, churches, industries, businesses or wherever a suitable meeting place can be arranged. Classes may be organized in any community whenever a sufficient number of prospective class members indicate an interest.

ATTENDANCE

A minimum enrollment of 15 persons is needed to conduct a class. Adults are expected to attend class regularly. Attendance records are maintained by the instructors. Insufficient enrollment or attendance may result in cancellation of the class.

CERTIFICATES

Certificates are awarded in certain classes to students successfully completing course requirements. Also, a certificate of High School Equivalency (GED) is awarded to adults who successfully complete the high school equivalency tests.

INSTRUCTORS

Qualified instructors, as determined by the Extension and Adult Education Divisions, will be employed for Continuing Education classes.

OCCUPATIONAL EXTENSION EDUCATION PROGRAMS

Extension classes are designed to meet the needs of industry, business, and other areas of occupational endeavor. Specifically, classes may be organized when there is a need for:

1. Upgrading for those within a specific occupation.
2. Retraining classes for those wishing to change their vocation.
3. Preparation of individuals for initial employment.

All classes are organized where a demand for certain skills is required, based upon the needs of the firm or group as represented. The classes may be arranged on a short or long-range schedule as needed. Flexibility is the key asset in the Occupational Extension Program.

An individual may only repeat an occupational extension class one time.

The following is a partial list of the many broad areas of instruction in which training is available:

Fire Service Training
Law Enforcement Training
Industrial Training

NEW INDUSTRY TRAINING

One of the primary functions of Cleveland Community College is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a type of training geared to the needs of new and/or expanding industries. With some limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer special programs for training the production manpower required by any new or expanding industry which results in creating new job opportunities for North Carolina.

In addition to helping any new or expanding industry meet its immediate manpower needs the program seeks to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further information on the New or Expanding Industry program, please contact the Department of Continuing Education, Cleveland Community College, or the Director of the Industrial Services Division, North Carolina Department of Community Colleges, Raleigh, North Carolina.

GENERAL ADULT EDUCATION

General Adult and Community Service classes and programs are offered through the Extension Division of Cleveland-Community College to enable individuals to gain personal satisfaction and knowledge through self-advancement. These programs include opportunities for intellectual growth, the development of creative skills or talents, the learning of hobby or leisure time activities, and the opportunity of gaining civic and cultural awareness.

TEACHERS' CERTIFICATE RENEWAL

Teachers' certificate renewal courses and workshops are provided by Cleveland Community College in cooperation with the local public school systems within the county.

The courses and workshops are initiated by the College or the public school systems based on interests and needs expressed by school teachers and officials. In the past, these have included such courses as Great Decisions, Psychology, Guitar, Drawing and Sketching, Anthropology, Computer Training, and media workshops.

When a need for a particular course has been determined, Cleveland Community College, working cooperatively with the public schools in-service directors, plans and organizes the class, scheduling it for a time convenient to the participants.

Teachers receive renewal credit based on course approval from the North Carolina Department of Public Instruction.

FOCUSED INDUSTRIAL TRAINING

The primary goal of the program is to provide a comprehensive training program capable of meeting the needs of the industries of Cleveland County. The College works jointly with industrial representatives to assess their needs and provides appropriate training to upgrade their employees' skill levels.

Working cooperatively with industry, the staff selects course content, decides on the length, time, and location for the course to be offered. Instructional personnel are selected for training courses on the basis of competence in the specific subject area to be taught.

The training is conducted on a competency based instructional mode. External and internal evaluation of trainee progress by the program staff and the trainee's employer is a cooperative venture.

COMPREHENSIVE EDUCATION PROJECT

The Comprehensive Education Project which is located at the correctional institute is structured toward meeting the academic,

vocational, and social needs of selected medium custody inmates who plan to reside in the South Piedmont area when paroled.

Upon completion of the program, the inmates receive a certificate in the vocational areas of Electrical Installation and Maintenance (9 months), Welding (6 months), Residential Carpentry (9 months), Plumbing (6 months). The inmates attend class 30 hours a week.

Related subjects are required in the areas of reading, math, and human relations. Preparation for the GED examination is also available with the test being administered monthly.

It is anticipated that each inmate who completes the Comprehensive Education Project will acquire the necessary vocational skills to obtain permanent employment under the work-release program and retain this employment upon his release.

CONTINUING EDUCATION COMMUNITY SERVICE PROGRAMS

Algebra: A course designed to teach the basic fundamental concepts and operations of algebraic computations including grouping, factoring ratio and proportion, and quadratic equations. Application to practical problems will be stressed.

Basketweaving: Students will learn the history and techniques of various basketweaving styles, such as: market baskets, key baskets, egg baskets, round baskets using a variety of weaving techniques and materials.

Bookkeeping: A course dealing with methods of recording and reporting business records. Practical work is done involving business, individual, and family bookkeeping.

Business Mathematics: A study of mathematical solutions to business problems including graphical representation of business data and the concepts of various functions as tools for analyzing pertinent business data.

Cake Decorating: An ideal course for the homemaker who would like to learn the art and techniques of decorating cakes for all occasions. Instruction will include preparation and application of various icings, borders, writing, drawing, and making flowers for cakes.

Candy Making: Instruction in how to make professional looking candies will be stressed. Recipes, correct procedures, and use of candy thermometer will be covered. 33 hours.

Ceramics: A popular class where students learn of the information, finishing, and firing of creative pottery. Finishing processes will include pouring, cleaning the greenware, decorating, glazing, and firing for the finished product.

China Painting: A course in which various types of designs and flowers are applied to chinaware and tiles. Practice in painting and firing is included in the course.

Creative Crafts: Instruction includes techniques in making a variety of items such as poketbooks, pot holders, hanging tables, clocks, christmas ornaments, and much more.

Crewel Embroidery: The class will learn a variety of stitches with different types of threads; needlepoint, and cross stitching. Students are encouraged to create their own designs.

Crochet: A course in the basic principles and art of crocheting, including the actual construction of articles and designs from simple to complex. Students furnish their own materials.

Custom Sewing: An advanced course for those students who wish to progress beyond dressmaking. Students will make suits, coats, men's and ladies' sportswear, and other projects as desired by individual members of the class.

Drawing: The course includes one-minute gesture drawings, contour drawings, modelled drawings, and quick form studies. Media used are pencil, pen and ink, ink wash, crayon, and water colors. Perspective and drapery studies are included.

Effective Speaking: Theory and practice in the art of effective speaking. Instruction will center around methods of planning and presenting the talk. Class reactions will be used as a method of evaluation and emphasis placed on the dynamics of public speaking. Self-confidence, poise, creative thinking, personality development, and effective communications with others will be addressed.

Floral Design: A practical course related to actual arrangements of live and artificial flowers. Students learn uses of flowers, containers and accessories, design principles, color and texture, and arrangements for special occasions.

Genealogy/Local History (N.C.): This course has a two-fold purpose; to teach the mechanics of genealogy with opportunities to apply the lessons learned; and to teach the history of North Carolina with special emphasis on local history. Several field trips are included.

Holiday Decorations: (Arts and Crafts). An exciting class with emphasis on handcrafts and hobbies for home decorating and other occasions. Students will learn to make useful items from such things as bottles, cards, and numerous other scrap materials.

Income Tax Preparation: Instructions are offered in basic fundamentals of individual income tax preparation. Topics considered are gross income, deductions and exemptions, joint and separate returns, tax computations, and methods of reporting income. Both state and federal forms are covered in this class.

Interior Decorating: Primary attention will be given to art and practice of decorating. Emphasis will be given to choice and arrangement of furniture; color and how to use it; flooring surfaces and floor covering; window treatment with draperies and curtains.

Knitting: Instruction will be given in the basic stitches; knitting language—its terms, definitions, symbols and abbreviations; pattern reading; knit tips. Each student is asked to complete a small project during the course.

Metric System: A basic course in the use of the Metric System. Conversion tables are used in the class in order that students may become familiar with metrical computations as compared to conventional methods.

Motorcycle Mechanics: This course is especially designed for those people interested in servicing their own motorcycle and other small engines. Students who complete this course will be able to service and repair their own motorcycle.

Music Theory: This course is designed for pianist, organists, and other musicians with no formal training in music theory. Course includes major and minor scales; major, minor and dominant seventh chords; elementary harmony; simple modulation, transposition of simple pieces; sight singing; and an investigation of rhythm.

Needlepoint: The student learns to do background stitches; a variety of novelty stitches; transfer of graphs and charts to blank needlepoint canvas, and from that step to transfer on mesh canvas. Finally the student has learned to create a design to be worked in needlepoint for whatever purpose the student intends—upholstery material, draperies, framing, wall hanging, etc.

Nutrition and Weight Control: Training in selection of proper diet for best health, avoiding obesity and related disease, determining one's proper weight, how to achieve and maintain it.

Oil Painting: Classes are organized for both beginners and more advanced students. Techniques used include brush and palette knife painting, color mixing, composition and design, canvas stretching. Types of painting include academic, impressionistic, and modern.

Painting with Acrylics: Same as for oils with more emphasis on modern techniques in the use of the versatile material which is easy to handle, fast drying, waterproof, and easy to mix for different colors. Instruction will involve mixed media and various painting methods.

Photography, beginning: Basic beginner's class in black and white and color photography. Class will cover camera operation, photographic techniques, with black and white film processing and printing.

Photography, advanced: Advanced class in color photography involving composition and advanced photographic techniques including color printing.

Picture Framing and Matting: A general course in introduction to picture framing and matting. The course will introduce students to proper tool selection, measuring, wood selection, mitering and selection, and proper mat cutting.

Porcelain: Advanced students will learn complete process of porcelain doll making as well as other porcelain items; pouring, cleaning greenware; cutting out eyes and insertion; painting dolls; assembling and wiggling. Some dressing instruction. Heritage heirloom instruction. Can produce (3) three dolls in class.

Psychology: The basic principles of psychology are explored and how they may be applied to practical problems of everyday life. The aim of the course is to help people get along better in school, jobs, and human relations.

Quilting, advanced: Instruction in the techniques of quilting which will include: patchwork, applique, shadow appliques, soft shading, lap quilting, making pillows, drafting patterns, and continuous bias binding.

Quilting, beginning: Instruction in the basic techniques and terminologies of quilting for the beginner.

Real Estate License Renewal: A course designed to give real estate agents their four hour mandatory continuing education requirement and four hour elective.

Securities and Investments: Stocks, bonds, and mutual funds will be the central area of focus in this course. Discussions will include the operation of the stock exchanges, buying and selling procedures, analysis of stocks and bonds for investment purposes, and when to buy and sell.

Sewing: Designed for new sewer or anyone who wishes to brush up on basic sewing techniques. Time will be devoted to learning the necessary equipment for successful sewing, proper selection and fitting of pattern and materials; step by step construction of one or more garments; lectures, demonstrations, practical applications of sewing procedures; individual instruction in use of machines during class time.

Short Story Writing: This course will provide the beginning writer with an understanding of the basic concepts of the elements and structure of a short story. Content will include characterization, mood, perspective, plot, and use of symbolism.

Sign Language I: Instruction is designed for the parents of deaf children and for others who come in contact with deaf people. Classes begin with finger spelling and continue through the more difficult signs.

Sign Language II: Pre-requisite Sign Language I. Instruction will build on signing learned in Sign Language I. Some class meetings will be with deaf groups.

Sketching: An interesting and basic class for the art student who wishes to learn more about drawing simple shapes, one and two-point perspective drawing, and shadowing. Practice exercises with various drawing materials will be used.

Small Engine Repair: Instruction in the techniques of two and four cycle engine repair including reconditioning, tune-ups, replacement of parts, and detection of engine trouble.

Speed Reading: A program designed for the average adult reader who needs to improve overall reading efficiency including speed, comprehension, and flexibility. This course welcomes the supervisors and others in management positions who have much paper work and those jobs require much reading.

Stained Glass: The course is designed to teach all techniques in cutting and fitting stained glass in the making of lamps, planters, decorative ornaments, jewel boxes, pictures, etc.

Tole Painting: An interesting technique, rather than talent, where patterns of decorative design are painted on tin, wood, glass, and metal. Designs are stenciled on material and painted in acrylics or oils. The art of tole painting is the way the brush is held and turned to make details.

Upholstery: Instruction includes the techniques of general furniture upholstery, including webbing, springing, stuffing, trimming, sewing, restoring, repairing, mounting, and tying springs. Equipment is furnished but students supply their own materials and may work on their own furniture with direction and assistance from the instructor.

Water Colors: In this class art students will work with various materials and equipment, color mixing, using wet and dry paper, composition, and design. Other techniques will include watercolor tricks, inks, and calligraphy.

Woodworking: This course is designed to help the woodworking enthusiast in the use, care, and safe practice of basic hand and power tools. Considerable time will be spent in the shop in practical use of skills learned. Woodworking projects completed by the student may be retained for personal use.

CONTINUING EDUCATION OCCUPATIONAL COURSE DESCRIPTIONS

Auto Safety Inspection: This course prepares Auto Technicians and Service Personnel as Safety Inspectors for motor vehicles. It includes regulations and test inspection procedures and is taught to insure that the student understands the rules and regulations, can inspect a vehicle properly and can successfully pass qualification exams for certification as a Safety Inspector at Licensed Inspection Station.

Basic Horticulture: A course designed to familiarize participants with the fundamentals of soil fertility, the principles of attractive home landscaping, the characteristics of various ornamental plants suitable for home landscaping, vegetable gardening, plant maintenance, and small greenhouse structures.

Cardiopulmonary Resuscitation: A special class dealing with the various techniques of cardiopulmonary resuscitation.

Computer Applications: Integrated programs which combine functions usually found in stand-alone software such as word processing, data basis, spreadsheets, graphics and miscellaneous functions.

Desaiology: A course designed for cosmetology students in which they learn to prepare the deceased hair and make-up.

Effective Teacher Training: A required course for teacher assistants and substitute teachers.

Electrical Contractor License Renewal: A course designed to update electrical contractors on the new codes and provide the six hours of continuing education needed for annual license renewal.

Emergency Medical Technician (EMT): A more detailed course than standard first aid with emphasis on the development of skill in recognition of systems of illness and injuries and proper procedures of emergency care. Emphasis on demonstration and practice as a teaching method. Ten hours of in-hospital observations are included.

Emergency Medical Technician Intermediate (EMT-I): An EMT-I will learn to perform the following under the direction of a physician at a sponsor hospital: to insert an esophageal airway; establish peripheral venous access; obtain venous blood sample for laboratory analysis; administer medications on EMT-I formulary; and utilize advanced life support equipment on EMT-I performance list.

EPA Refrigerant Recovery/Recycling Certification: A course to certify anyone who services or repairs air conditioners or refrigerants.

Firefighter I Certification: This is a series of classes to obtain Firefighter I Certification. Students must successfully complete the required group of courses before receiving certification.

Firefighter II Certification: The course is a series of classes required to obtain Firefighter II Certification. Students must successfully complete the required group of courses before receiving certification as a Firefighter II.

First Aid: This course is taught by an approved American Red Cross instructor and is open to anyone interested in learning how to care for the victims of an accident or illness. Topics covered include bandage application, use of tourniquets and temporary splints, care of eye and burn injuries, artificial respiration, and safe use and storage of medicines. Students completing the course are certified by the American Red Cross.

Funeral Service Training: An annual variety of topics relating to funeral service personnel to meet continuing education requirements of the North Carolina State Board of Mortuary Science. Each topic is of five hours duration.

General Contractor's Seminar: A course designed to help those wishing to take the North Carolina General Contractor's Exam. This course helps students to become familiar with the latest code revision and standard practices in construction.

Inservice Classes: Inservice classes are offered to various groups who are required to complete annual inservice training. Examples are electrical contractors, tanning bed, day care workers, nursing assistants, etc.

Manicure: This course provides instruction and clinical practice in manicuring, nail building (application and maintenance of artificial nails) and pedicuring. The course content includes nail anatomy, disorders of nails, and irregularities of nails.

Medical Terminology: A course designed to build a workable medical vocabulary for office and hospital clerical personnel. Terminology commonly used in the medical setting will be presented. Hours of course flexible to needs.

Methodology for EMS/Fire Instructors: This course is designed to prepare the student to teach adults and to understand the adult learner. Participants will learn how to prepare teaching outlines and organize practical skills.

Multimedia First Aid: A course covering the same topics but using American Red Cross films for demonstration followed by actual practice of the techniques by the students.

National Electric Code: This course is provided for those who wish to study the National Electric Code in preparation for the licensing examination. Instruction will include the latest code revisions, safety measures and standard practices in the wiring of single and multi-family dwellings, commercial establishments and industrial locations.

Notary Public: This 4-hour class is designed to prepare participants to be commissioned as a Notary Public with the State of North Carolina. Topics to be covered are requirements for collecting fees, general powers and limitations, oaths and affirmations, depositions, affidavits, and negotiable instruments. Participants must reside or work in the state of North Carolina, read and write English, and purchase the approved manual *Notary Public Guidebook*.

Nursing Assistant I: A program designed to give instruction and practice in basic bedside care of the sick, especially the hospitalized patient. Basic procedures such as bathing, bedmaking, taking vital signs, collecting specimens, feeding the patient, moving, lifting, and positioning the patient are included. The class consists of lectures and laboratory work in addition to some clinical practice in a local hospital.

Nursing Assistant II: This course prepares graduates to perform more complex skills such as infection control, elimination procedures, care of established ostomies, intravenous site care, and observation and maintenance of oxygen therapy. The course includes class, laboratory and clinical learning experiences.

Paramedic: This course is designed to develop knowledge and skills for the advanced emergency care of ill or injured persons. This course follows the DOT guidelines.

Practical Welding: Students will be given basic practice in all types of welding procedures and flame-cutting methods which are associated with mechanical and farm repair work. Safety procedures are stressed throughout the course in the use of tools and equipment.

Tanning Operator Training: In this course, students will be taught North Carolina regulations. Re: tanning booths, skin and ultraviolet radiation, FDA requirement for manufactures, FDA product labeling standards, tanning operator training and tanning facility operations.

BASIC SKILLS PROGRAMS

The Basic Skills Programs provide a variety of educational experiences for adults by guiding them in the development of individual strategies to improve the necessary skills for coping with change in today's complex society.

Striving to meet the spectrum of needs of the College and the community, the staff of the Basic Skills Programs provides flexibility within each program. The goal of the department is to assist participants as they strive to become independent learners and productive citizens.

Educational, cultural, economic, and social needs are considered when students apply for various programs. Class sites are on campus and at various locations in Cleveland County.

Following are the programs and services available through the Basic Skills Programs:

- Adult High School Diploma Program
- Adult Basic Education Program
- G.E.D. Preparatory Program
- Learning Lab Programs
- Human Resources Development Program
- English As A Second Language
- Compensatory Education Program

Adults, eighteen years of age or older, desiring to make application for any of the Basic Skills Programs should contact the appropriate departments for additional information.

ADULT BASIC EDUCATION PROGRAM (Grades 1-8)

Adults who have less than a high school education may enroll in the Adult Basic Education Program. The program includes instruction in reading, writing, mathematics, social studies, science, and health education. In each of these areas, instruction is designed to assist students in meeting adult responsibilities by improving fundamental skills. Learning opportunities range from instruction for those who have received no formal education to those who have received as much as eight years of instruction.

Classes are organized into two groups. The first group is for those who need individual instructional guidance in basic reading and writing skills. In the second group, instruction is offered in reading and writing at a more advanced level than that of group one. The second group also receives instruction in basic science and social studies.

With successful completion of the subject matter taught in group two, the student may then advance into the high school program.

Students may enter ABE classes at any time. In order to take advantage of the complete program being offered, the College encourages students to maintain attendance in these classes over a period of several school semesters.

There is no fee for ABE classes or ABE books and materials. Classes are held on campus and at various locations throughout the county.

ADULT HIGH SCHOOL DIPLOMA PROGRAM (Grades 9-12)

The Adult High School Program is a cooperative program between the College and the local school systems. It is available to adults who achieve a 9.0 on the basic skills placement evaluation and wish to complete the high school program. The successful completion of twenty units and a passing score on the North Carolina Competency Test are required for graduation from the Adult High School Program. Any previously earned high school units are accepted toward the total requirements. The remaining requirements will be completed through a prescribed educational plan which incorporates mastery learning skills. The program is free, although there may be a small fee for some textbooks at some class locations. A graduation fee is charged to each student completing the high school requirements. Graduates will be issued a diploma and may participate in the College's graduation exercise.

Adult High School students may arrange a schedule to complete high school through the Learning Lab program or the classroom program on campus, or at various locations throughout the county. Interested persons may enroll in the Adult High School Program at any time.

Requirements for graduation include the following:

English	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Electives	7 units
N.C. Competency Test (Passing Scores)	

Upon completion of the Adult High School Program, graduates may enroll in one of the curriculum programs at Cleveland Community College or some other college.

GENERAL EDUCATIONAL DEVELOPMENT (GED) PREPARATORY

The GED (high school equivalency) Preparatory Program is designed for adults preparing to take the GED examination. After the administration of the required Pre-GED examination, each student's academic skills are evaluated to determine specific instructional needs. The student primarily studies in the areas of English, reading, and math. After achieving specific skills and knowledge, the student is prepared to take the GED examination.

LEARNING LAB PROGRAM

The Learning Lab, located on the campus, includes the free high school program in addition to the free General Interest Programs. General Interest Programs are available for adults who have already completed high school or college work but who want to continue their educational development in a non-credit curriculum.

For their own self-improvement and personal interest, many community residents choose self-instructional courses such as reading improvement, math, or English.

Because there are no organized classes in the Learning Lab, the staff will assist the student in arranging a study schedule to meet his or her needs. The student may attend the hours and days which are most convenient for him or her. The Learning Lab is open from 8:00 AM to 10:00 PM, Monday through Thursday, and 8:00 AM to 4:00 PM on Friday.

HUMAN RESOURCES DEVELOPMENT PROGRAM

The Human Resources Development Program provides prevocational training and counseling for unemployed and underemployed adults. Upon graduation, participants receive assistance with job placement or opportunities for skills training.

The goal of the Human Resources Development Program is to prepare persons for successful performance in the work force. The primary objective of the program is to reduce unemployment and underemployment by making it possible for the participants to become and remain productive employees.

Students in the Human Resources Development Program enroll for approximately four weeks of instruction. The curriculum includes an orientation to the workplace, instruction in reading, writing, arithmetic, Job Search, and human relations skills which are essential

to securing and maintaining employment. In addition, short-term skill training in basic office applications and cashier/customer service is provided.

Classes are held on campus from 8:30 AM to 3:30 PM, Monday through Friday.

ENGLISH AS A SECOND LANGUAGE

English language for the foreign born is taught as written English and as conversational English. Classes are free of charge to those seeking English language skills and citizenship instruction. Classes are available for refugees, migrant workers, and other aliens.

COMPENSATORY EDUCATION PROGRAMS

The Compensatory Education Program provides classes in basic education, socialization, and community living skills for the adult mentally retarded.

This program is a cooperative effort through Cleveland County Mental Health, Cleveland Vocational Industries, Inc., Cleveland Community College, and other service provider agencies.

Certification of mental retardation is required prior to enrollment.

SMALL BUSINESS CENTER

The Small Business Center of Cleveland Community College provides workshops, seminars, counseling, information and referral services for small business owners and operators in Cleveland County. The Center's objectives are:

- To provide accessible and flexible training programs for small business operators including workshops, seminars, and continuing education courses.
- To provide a resource center of print and non-print reference materials for use by small business operators and employees.
- To offer special assistance to small business owners and would-be owners via a network of referral services to the chambers of commerce banks, the Small Business Administration, and other agencies such as the Department of Commerce.
- To offer consultative services on a direct one-to-one basis.

A variety of seminars have been presented including Managing Customer Complaints, Time Management, Effective Selling, Low Cost Advertising, Telephone Professionalism, and Tax Reform. For more information call the Small Business Center Director at 484-4040.

LIBRARY AND AUDIOVISUAL SERVICES

Monday - Thursday 7:30 am - 10:00 pm

Friday 7:30 am - 4:00 pm

Semester break and holidays as posted

The Cleveland Community College Library is a multimedia facility designed to support the total educational program of the college and to enhance the teaching/learning experience for students, faculty, administration and community patrons. The library contributes to the educational program of the college by making readily available carefully selected materials and flexible services to meet the educational needs of a diverse population.

The collection includes print, video, sound recording and multimedia resources. Access to these materials is provided through the North Carolina Dynix Automation Center, a joint database of 37 community colleges. Patrons using the library at Cleveland have access to a combined library collection third in size among libraries of publicly supported institutions of higher education in North Carolina.

The library subscribes to approximately 300 periodicals and provides various CD-ROM and on-line indexes and databases for individual research as well as assistance with the use of on-line databases and the Internet. Computerized interlibrary loan services are available to expedite the location and delivery of materials from other locations.

The audio-visual services section of the library performs many support functions for faculty and staff, including lamination, production of overhead transparencies, and licensed off-air taping of educational telecourses, teleconferences and resource programming. This department maintains up-to-date equipment, including portable equipment for classroom use and a closed circuit TV system available in sixty classrooms, the library, and various offices and lobbies on the campus.

CLEVELAND COMMUNITY COLLEGE

BOARD OF TRUSTEES

John F. Schenck, III, Chairman
Hoyt Q. Bailey, Vice Chairman
Dr. L. Steve Thornburg, Secretary

APPOINTED BY THE GOVERNOR

Robert Franklin Cabaniss (1998)	Danny E. Hawkins (2001)
Ralph Dixon (1999)	Juanita P. Burns (2000)

APPOINTED BY CLEVELAND COUNTY BOARD OF COMMISSIONERS

David S. Banks (1998)	Brooks E. Piercy (2001)
Grady K. Howard (2000)	John F. Schenck, III (1999)

APPOINTED BY CLEVELAND COUNTY, KINGS MOUNTAIN, AND SHELBY BOARDS OF EDUCATION

Hoyt Q. Bailey (2000)	Elsie Enloe Foster (1998)
R. Howard Bryant (1999)	Dr. L. Gene Yarboro (2001)

STUDENT GOVERNMENT ASSOCIATION PRESIDENT (EX-OFFICIO)

Deborah D. Camp (1997-1998)

CLEVELAND COMMUNITY COLLEGE FOUNDATION, INC BOARD OF DIRECTORS

Steve Bonino, Chairman	Jack Palmer, Jr.
Joe Goforth, Vice Chairman	Dr. John Reynolds
Dr. Steven Skorman, Secretary	Newlin Schenck
Larry Hamrick, Treasurer	Gina Suttle
Hoyt Q. Bailey	Mike Wright
John Barker	John E. Young
Joyce Cashion	John F. Schenck, III
Allen Fraley	Dr. L. Steve Thornburg
Edgar B. Hamilton	U.L. "Rusty" Patterson, III
Charles F. Harry, III	(Executive Director)
Roger L. Holland	Severne Budd
Rick T. Hurt	(Recording Secretary)

PERSONNEL OF THE COLLEGE (FULL-TIME) OFFICE OF THE PRESIDENT

President L. Steve Thornburg (1990)
 B.A.J., University of North Carolina at Chapel Hill
 M.P.A., University of North Carolina at Chapel Hill
 Ed.D., North Carolina State University in Raleigh

Secretary To the President Pat Anderson (1981)
 Appalachian State University
 Cleveland Community College
 B.A., University of South Carolina at Spartanburg

GENERAL ADMINISTRATION

Assistant to the President, Institutional
 Effectiveness and Planning Dorothy P. McIntyre (1970)
 A.A., Gardner-Webb College
 B.A., Limestone College
 M.A., University of North Carolina at Charlotte
 Ed.S., Appalachian State University
 CAGS, Ed.D., Virginia Polytechnic Institute and State University

Executive Director of the Foundation U.L. Patterson, III. (1997)
 A.S., Wingate Jr. College
 B.A., Wofford College

Secretary, Foundation Severne Budd (1992)
 B.S., Livingstone College

FINANCE/ADMINISTRATIVE SERVICES

Senior Vice President, Finance/
 Administrative Services James E. Greene (1971)
 A.A., Gardner-Webb College
 B.S., Limestone College
 M.A., Appalachian State University

Comptroller/Office Manager Jane Webb (1965)
 Southern Business College
 A.A.S., Cleveland Community College

- Accounting Technician Susan Greer (1994)
A.A.S., Cleveland Community College
- Director, Campus Security Clyde Q. Adams (1994)
24 years experience with Shelby Police Department
- Purchasing Officer Kay Allen (1979)
A.A.S., Cleveland Community College
B.S., Limestone College
- Manager, College Store Lydia McSwain (1986)
A.A.S., Cleveland Community College
- Printshop Technician Danny Dedmon (1986)
A.G.E., Cleveland Technical College
B.A., Limestone College
M.S., North Carolina A&T State University
- Receptionist Pat Eaker (1995)
- Cashier/Secretary Donna Griggs (1995)
A.A.S., Cleveland Community College
- Secretary/Purchasing Assistant Lisa Hamby (1995)
A.A.S., Cleveland Community College
- Evening Receptionist Billie Jenks (1977)
Shelby Business College
A.A.S., Cleveland Technical College
Gardner-Webb College
- Director, Information Systems/
Personnel Hugh Walker, Jr. (1973)
B.S., North Carolina State University
M.A.Ed., Western Carolina University
Appalachian State University
A.A.S., Cleveland County Technical Institute
- System Administrator Phyllis Haynes (1985)
A.A.S., Cleveland Technical College
University of North Carolina at Charlotte

Network Administrator Robin Dyer (1994)
 A.A.S., Cleveland Community College
 B.S., Gardner-Webb University

INDUSTRY AND COMMUNITY SERVICE

Vice President, Industry/
 Community Service Joe M. Hamrick (1975)
 B.S., North Carolina State University
 M.A., Appalachian State University
 Doctoral Studies, North Carolina State University

Dean, Continuing Education David M. (Pete) Stamey (1973)
 B.S., North Carolina State University
 M.A., Western Carolina University
 Ed.S., Western Carolina University

Director, Small Business Center Barbara Greene (1989)
 B.S., Gardner-Webb College
 M.A., Gardner-Webb College

Coordinator, Prison Programs Rosaline Hunt (1976)
 B.S., Fayetteville State University
 Western Carolina University
 M.A., Appalachian State University
 Ed.S., Appalachian State University

Chief Examiner, GED William (Bo) Jones (1973)
 A.A.S., Cleveland Technical College
 B.S., Western Carolina University

Dean, Basic Skills Programs Rebecca K. Cook (1970)
 A.A., Gardner-Webb College
 B.A., Appalachian State University
 M.Ed., University of North Carolina at Charlotte

Record Coordinator, Basic Skills Programs Jan Neal (1994)
 B.S., Gardner-Webb University

Instructor/Coordinator,
 Basic Skills Programs Carolyn Petty (1979)
 A.A.S., Cleveland Technical College
 North Carolina A and T University
 Limestone College
 B.S., Gardner-Webb College

- Instructor/Coordinator,
 Basic Skills Programs Nancy Hopper (1976)
 A.A.S., Cleveland Technical College
 B.S., Gardner-Webb College
 Queens College
 M.A., Appalachian State University
- Coordinator, HRD Program Joyce Hosch (1979)
 A.A.S., Cleveland Technical College
 B.S., Gardner-Webb College
- Recruiter/Instructor, HRD Program Carolyn Smith (1976)
 A.A.S., Cleveland Technical College
 B.S., Gardner-Webb College
- Office Manager/Fire-Rescue
 Coordinator Nancy W. Carpenter (1981)
 Jr. Secretarial Degree, Kings College
 A.A.S., Cleveland Community College
 Gardner-Webb University
- Secretary, Continuing Education Susan Martin (1990)
 Western Carolina University
 A.A.S., Cleveland Community College
 Gardner-Webb University
- Secretary, Small Business Center/
 Continuing Education Karen Patterson (1994)
 A.A.S., Cleveland Community College
- Secretary, Basic Skills Programs Deller Sims (1987)
 A.A.S., Cleveland Community College
 B.S., Gardner-Webb University

ACADEMIC PROGRAMS

- Vice President, Academic Programs Ronald Wright (1973)
 A.A., Gardner-Webb College
 B.A., Gardner-Webb College
 M.A., Western Carolina University
 Ph.D., University of South Carolina
 Appalachian State University

Dean, Arts/Sciences/

Public Services Jean Francis (1971)
 A.A.S., Cleveland Technical College
 B.S., Limestone College
 M.A., University of South Carolina at Spartanburg
 University of North Carolina at Charlotte

Dean, Business Technologies Madge Wray (1971)

B.S., North Carolina A and T University
 M.A., Winthrop College

Dean, Vocational/

Engineering Technologies Gene C. Cox (1973)
 B.S., Western Carolina University
 M.A., Gardner-Webb College

Librarian, Reference/Public Service Nettie Washington (1980)

B.S., Winston-Salem State University
 M.L.S., North Carolina Central University
 Appalachian State University

Director, Library Barbara McKibbin (1991)

B.A., Gardner-Webb College
 M.S.L.S., University of North Carolina at Chapel Hill

Director, Academic Support Center Renee Allison (1983)

B.S., Appalachian State University
 M.A., Appalachian State University
 University of North Carolina at Charlotte

Coordinator, Placement Testing/

Career Center Jana Bridges (1992)
 B.S., Appalachian State University

Director, Cable Access/Communications

Technology Instructor Shellie Hamrick-White (1989)
 B.A., Gardner-Webb College

Library Technician Elizabeth Stone (1996)

B.A., Erskine College
 University of North Carolina at Greensboro

Library Technician Shirley Anthony (1976)
 A.A.S., Cleveland Technical College
 B.S., Limestone College

Coordinator, Audiovisual Services Danny Morton (1986)
 A.A., Isothermal Community College
 University of North Carolina at Charlotte
 A.A.S., Cleveland Technical College

Office Manager Lee Bryant (1976)
 A.A.S., Cleveland Community College
 A.G.E., Cleveland Community College

Secretary, Academic Programs Phyllis Champion (1987)
 A.A.S., Cleveland Community College

Secretary, Vocational and
 Engineering Technologies Beverly Ponder (1973)
 Gardner-Webb College
 A.S., Kings College

STUDENT SERVICES

Vice President, Student Services Sandra Hardin (1970)
 B.B.A., University of Houston
 M.A.Ed., Western Carolina University

Dean, Enrollment Management LouAnn Bridges (1976)
 A.A.S., Cleveland Technical College
 B.S., Gardner-Webb College
 M.A., Gardner-Webb College
 University of South Carolina at Spartanburg

Director, Admissions Alan Price (1976)
 B.S., Western Carolina University
 M.A., Appalachian State University

Admissions Counselor Michelle Wray (1995)
 B.A., University of North Carolina at Chapel Hill
 M.A., Appalachian State University

Public Information Officer Chris Nanney (1993)
 B.S., Appalachian State University
 M.S., North Carolina A&T State University

- Coordinator, Financial Aid Andy Gardner (1997)
 A.A., Cleveland Community College
 B.S., Gardner-Webb University
- Secretary, Student Services Jennifer Gold (1995)
 A.A.S., Cleveland Community College
- Secretary, Financial Aid Sherri Jackson (1994)
 Secretarial Diploma, Kings College
 A.A.S., Cleveland Community College
- Secretary, Student Services Audrea Johnson (1993)
 Cleveland Community College
- Secretary, Student Services Shaunda Leonhardt (1995)
 A.A.S., Cleveland Community College
 A.A., Cleveland Community College
- Secretary, Student Services Suzanne Studioso (1992)
 A.A.S., Cleveland Community College

HOUSEKEEPING AND MAINTENANCE STAFF

- Director, Physical Plant Gene Lail (1993)
- Assistant Director, Physical Plant Danny Moore (1993)
 A.A.S., Cleveland Community College
- Maintenance James Farris (1995)
- Maintenance Bob Ford (1994)
- Groundskeeper Emanuel Campbell (1997)
- Housekeeper Linda Black (1977)
- Housekeeper Jessie J. Lott (1975)
- Housekeeper Nancy Mintz (1995)
- Housekeeper Barbara Smarr (1988)
- Housekeeper Dorothy Surratt (1976)
- Housekeeper Lucille Wilson (1992)
- Housekeeper Patricia Wilson (1976)

FACULTY

- Martha Ledbetter-Baskin (1990) Director,
Associate Degree Nursing
B.S.N., Winston-Salem State University
M.S.N., Medical College of Georgia
- Mary A. Blackwood (1991) Instructor,
Associate Degree Nursing
A.D.N., Gaston College
B.S.N., University of North Carolina Charlotte
M.S.N., University of Tennessee
- Greg Bolich (1993) Instructor, Psychology/Religion
B.A., Seattle Pacific University
M.C.M., Seattle Pacific University
M.A., Western Evangelical Seminary
M.Div., Western Evangelical Seminary
Ph.D., Gonzaga University
Ph.D., The Union Institute
- Hal Bryant (1975) Instructor, Art
B.A., Gardner-Webb College
M.A., University of South Carolina at Columbia
- Starr Morrow Camper (1992) Instructor, History
A.A., Isothermal Community College
B.A., University of North Carolina at Charlotte
M.A., University of North Carolina at Charlotte
Doctoral Studies, University of South Carolina at Columbia
- Pam Collins (1993) Instructor, Information Systems
B.S., East Carolina University
Appalachian State University
- Joe Collum (1992) Program Coordinator, Plumbing/Carpentry
Cleveland Community College
10 years experience in construction
- Joanne Cox (1991) Instructor, Chemistry
B.A., Shippensburg State College
M.A., Shippensburg State College

- Rebecca Crawford Instructor, Biology
 B.S., Appalachian State University
 M.S., University of North Carolina at Charlotte
- Susan Findlay (1994) Program Coordinator, Early Childhood
 B.S., Virginia Polytechnic Institute and State University
 M.A., Gardner-Webb University
- Ray Fisher (1977) Program Coordinator,
 Electrical/Electronics Technology
 A.A., Gaston College
 B.S., Western Carolina University
- Shirley L. Garcia (1992) Instructor, Associate Degree Nursing
 B.S.N., University of North Carolina Charlotte
- Theresa Gauthier (1996) Instructor, Mathematics
 B.A., University of Missouri at Kansas City
 B.A., University of North Carolina at Charlotte
 M.A., University of North Carolina at Charlotte
- Woodrow Glenn (1976) Instructor, Business Administration
 B.S., Gardner-Webb College
 Western Carolina University
 M.A., Appalachian State University
- Kelly Grant (1997) Instructor, Associate Degree Nursing
 B.S.N., UNC Charlotte
 M.S.N., Case Western Reserve University
 C.N.M., Frontier School
- Sherry Hamrick (1993) Instructor, Practical Nursing
 B.S.N., University of North Carolina at Charlotte
 B.A., Appalachian State University
- Irene Henline (1995) Instructor, Associate Degree Nursing
 B.S.N., Lenior Rhyne College
 M.S.N., University of North Carolina at Greensboro

- Julie Holt (1992) Instructor, Accounting
 B.S., East Tennessee State University
 M.Accountancy, East Tennessee State University
- Kenny Howell (1996) Instructor, Plumbing
 A.A., Isothermal Community College
 B.A., Warren Wilson College
 Cleveland Community College
- Mark Hughes (1996) Instructor,
 Electronics Engineering Technology
 A.A.S., Gaston College
 B.S., Southeastern Oklahoma State University
 M.Technology, Southeastern Oklahoma State University
 Clemson University
- Katherine Jones (1975) Department Head, Practical Nursing
 A.A., Gardner-Webb College
 R.N., Rex Hospital School of Nursing
 B.S.N., North Carolina Wesleyan College
 M.S.N., East Carolina University
- Kelvin King (1997) Instructor, English
 B.A., Miami University (OH)
 M.A., Miami University (OH)
- Jody Ledford (1989) Instructor, Information Systems
 B.S., Gardner-Webb College
 M.A., Gardner-Webb College
- Doug Lovelace (1993) Instructor,
 Industrial Management Technology
 B.S., Auburn University
 M.B.A., University of Richmond
- Wilbur McBride (1975) Instructor, Physics/Mathematics
 B.A., Wofford College
 M.A.Ed., University of North Carolina at Chapel Hill
 University of Arkansas, University of Michigan
 University of Kansas, New Mexico State University
 University of North Carolina at Chapel Hill

- Fred McFarland (1970) Instructor, Accounting
A.A., Gardner-Webb College
B.A., Carson-Newman College
M.A., Appalachian State University
- Mike McSwain (1983) Instructor,
Electronics Engineering Technology
A.A.S., United Electronics Institute
B.S., Western Carolina University
- Bruce Mack (1996) Program Coordinator,
Mechanical Drafting Technology
A.A.S., Gaston College
B.S.T., University of North Carolina at Charlotte
- Joyce Meade (1973) Department Head-Accounting,
Business Administration, Secretarial
B.S., University of North Carolina at Greensboro
M.A., Winthrop College
- Jean Mitchell (1976) Instructor, Secretarial Science
B.S., North Carolina Central University
M.A., Appalachian State University
- Hilda Moore (1991) Instructor, Spanish
B.A., Gardner-Webb College
M.A.T., Appalachian State University
- Charles Nanney (1997) Program Coordinator,
Machining Technology
Cleveland Community College
A.A.S., Gaston College
Western Carolina University
- Claman Parker (1989) Instructor, Carpentry
10 years experience in carpentry
- Frank Polk (1992) Program Coordinator, Criminal Justice
B.A., Appalachian State University
24 years experience in the U.S. Army Special Forces

- Frank Pullen (1971) Instructor, Health/Physical Education
 B.S., North Carolina A and T University
 M.A., University of Rhode Island
 Rhode Island College
 Appalachian State University
- Robert Putnam (1984) Instructor, Electrical/
 Electronics Technology
 North Carolina Vocational Textile School
 22 years electrical experience
 B.S., Western Carolina University
- Steve Putnam (1997) Instructor, Networking
 B.S., Gardner-Webb University
 M.A., Appalachian State University
- Roger Randall (1979) Program Coordinator, Auto Body Repair
 National Institute Automotive Service Excellence Certification
 21 years experience in automotive service
 B.S., Western Carolina University
- Phil Reid (1993) Department Head, Information Systems
 B.S., Gardner-Webb University
 Applachian State University
- Maxine Romney (1976) Instructor, Business Administration
 B.B.A., City University of New York
 M.Ed., Northeastern University
- Linda Ross (1978) Instructor, Business Administration
 L.P.N Diploma, A.A.S., Cleveland Technical College
 B.A., Limestone College
 M.S., North Carolina A and T University
 North Carolina State University
 Winthrop College
- Becky Parrish-Sain (1990) Program Coordinator,
 Marketing/Retailing
 A.A.S., Cleveland Technical College
 B.S., Winthrop College
 M.A., Gardner-Webb University

- JoAnn Schilling (1977) Department Head, Radiography
 R.T., Lewis-Gale Hospital School of Radiologic Technology
 B.G.S., University of South Carolina
 M.A.Ed., Western Carolina University
 Ed.S., Appalachian State University
- Danny Scruggs (1983) Instructor, Information Systems
 B.S., Appalachian State University
 M.A., Appalachian State University
 A.A.S., Cleveland Community College
- Joseph M. Southards (1981) Department Head,
 Mathematics and Science
 B.S., Gardner-Webb College
 M.A., Appalachian State University
- Barbara Taylor (1974) Department Head, Liberal Arts
 B.S., Mississippi University for Women
 M.A., Appalachian State University
- Tom Whitaker (1983) Instructor, Welding
 Welding Diploma, Isothermal Community College
 Machine Shop Diploma, Isothermal Community College
 Western Carolina University
- Tim Wisher (1994) Program Coordinator, Welding
 Certificate-Welding, Cleveland Community College
 Certificate-Blueprinting, Spartanburg Technical College
 Certificate-Confined Space Entries, Sanders Brothers
- B.J. Zamora (1996) Instructor, English
 B.A., University of Texas at Austin
 M.S., Corpus Christi State University
 Ph.D., University of Pittsburgh

INDEX

	Page Number
Academic Advising and Counseling	32
Academic Regulations	19
Academic Placement Tests (Admissions)	15
Academic Programs (Curriculum) and Pre-Majors	51
College Transfer	53
Associate in Arts Degree (College Transfer)	58
Pre-Art Education (AA)	61
Pre-Business Administration (AA)	63
Pre-Business Education and Marketing Education (AA)	65
Pre-College Transfer Nursing (AA)	67
Pre-Elementary Education, Middle Grades Education, and Special Education (AA)	69
Pre-English (AA)	73
Pre-English Education (AA)	75
Pre-Health Education (AA)	78
Pre-History (AA)	80
Pre-Physical Education (AA)	82
Pre-Political Science (AA)	84
Pre-Psychology (AA)	86
Pre-Social Science: Secondary Education (AA)	88
Pre-Sociology (AA)	90
Pre-Technology Education (AA)	92
Associate in Science Degree (College Transfer)	95
Pre-Biology and Biology Education (AS)	98
Pre-Engineering (AS)	100
Technical and General Programs	102
Associate in General Education Degree	102
Accounting (AAS)	106
Associate Degree Nursing (RN) (AAS)	109
Broadcasting and Production Technology (AAS)	117
Business Administration (AAS)	120
Business Administration - Marketing and Retailing (AAS)	123
Criminal Justice Technology (AAS)	126
Early Childhood Associate (AAS)	129
Professional Business and Management Option (AAS)	130
Professional Fundamentals Option (AAS)	132
Electronics Engineering Technology (AAS)	134
Fire Protection Technology (AAS)	137
General Occupational Technology (AAS)	140
Industrial Management Technology (AAS)	141
Information Systems (AAS)	144
Information Systems - Programming (AAS)	147
Networking Technology (AAS)	150
Office Systems Technology (AAS)	153
Office Systems Technology - Medical (AAS)	156
Radiography (AAS)	159

One-Year Diploma Programs	162
Air Conditioning, Heating and Refrigeration Technology	163
Auto Body Repair	166
Broadcasting and Production	169
Carpentry	171
Cosmetology	174
Electrical/Electronics Technology	176
Industrial Maintenance Technology	179
Machining Technology	183
Mechanical Drafting Technology	186
Plumbing	189
Practical Nursing	192
Welding	194
Certificate Programs	197
Advanced Leadership Certificate	198
Air Conditioning, Heating & Refrigeration	199
Auto Body Repair	200
Basic Child Care	201
Basic Electronics	202
Basic Law Enforcement Training	203
Broadcasting and Production	204
Carpentry	205
Child Care Administration	206
Digital Electronics	207
Electrical	208
Mechanical Drafting	209
Phlebotomy	210
Plumbing	211
Real Estate	212
Welding	213
Academic Progress	21
Academic Support Center	32
Accreditation	8
Administration	280
Admissions	14
Admissions Procedures	14
Admissions-Provisional	17
Readmission	17
Advanced Placement	24
All-USA Community and Junior College Academic Team	38
Alumni	33
Americans with Disabilities Act/Section 504 Regulations	11
Athletics/Sports	34
Audit	22
Basic Skills Programs	274
Blood Borne Pathogens and Hazardous Materials	12
Board of Trustees	279
Calendar of Events	4

Career Guidance (Academic Support Center)	32
Children on Campus	9
Class Attendance Policy	20
CLEP	26
Cleveland Community College Foundation, Inc.	48
College Store (Bookstore)	40
College Workstudy Program	47
Communicable Disease Policy	12
Community Access Cable Channel	10
Computer Network Use	10
Continuing Education	262
Co-Op Education	25
Course Descriptions	214
Course Load	22
Course Repeat Regulation	22
Course Substitutions	22
Credit by Exam	24
Credit for Experiential Learning	24
Crime Awareness/Campus Security Act	11
Dean's List-President's List	37
Developmental Courses	54
Drop-Add Period	19
Drop/Withdrawal	26
Drug-Free Workplace Policy	11
Due Process	13
Financial Aid Information	43
Financial Information	39
Foundation Board Members	279
Grade Point Average	20
Grading System	19
Graduation Fee	40
Graduation Honors	29
Graduation Requirements	29
History of the College	7
Honors Program	25
Housing (Student)	33
HRD Program	276
Inclement Weather	9
Job Placement	32
Library/AV Services	278
Military Experience	27
Mission Statement	8
Nondiscrimination Policy	10
Orientation	33
Outstanding Graduate Awards	38
Parking Regulations	41
Persistence Rate for Curriculum Programs	13
Personnel of the College	279

Release of Information from Student Records 23

Registration 29

Retention and Disposal of Curriculum Records 23

Servicemembers Opportunity Colleges 27

Sexual Harassment Policy 13

Small Business Center 277

Snackbar/Student Lounge 36

Special Credit Classification 17

Student Activities 33

Student Athletics and Sports 34

Student Behavior 36

Student Clubs 35

Student Code of Conduct 37

Student Government Association 36

Student Health 33

Students of the Semester 37

Student Publications 34

Students' Rights and Responsibilities (Behavior)..... 36

Student's Role in Decision Making 31

Student Services 31

Transcript 23

Transfer Credit Information 26

Veterans' Affairs 50

Visitors 9

Who's Who Among Students in American Junior Colleges 38



137 SOUTH POST ROAD
SHELBY • NC • 28152
484•4000

www.cleveland.cc.nc.us