

Cleveland

COMMUNITY COLLEGE



ACADEMIC BULLETIN
&
STUDENT HANDBOOK
2001 ❖ 2002

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 prospective students are always welcome at Cleveland Community College. Student Services 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 Student Services.

APPROVED BY

North Carolina State Board of Community Colleges
North Carolina 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.

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	Dean, Basic Skills Programs
Adult High School Program	Dean, Basic Skills Programs
Entrance Procedures	Director of Admissions
Evaluation of Credits	Dean of Enrollment Management
Financial and Business Affairs	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	Dean, Basic Skills Programs
Human Resources Development Program	Recruiter, HRD
Industrial Training	Vice President, Continuing Education
Job Placement Service	Coordinator, Academic Support Center
Non-Credit Courses	Director of Occupational Extension
Placement Testing	Coordinator, Academic Support Center
Registration	Dean of Enrollment Management
Student Activities	SGA Director
Student Affairs	Vice President, Student Services
Student Financial Aid	Director of Financial Aid
Transcripts	Dean of Enrollment Management
Veterans Affairs	Director of Financial Aid

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CALENDAR OF EVENTS

SUMMER TERM 2001

May 15	Tuesday	Registration
May 16	Wednesday	1st Session & 11 wk Session - Summer Classes Begin
May 16	Wednesday	1st Session & 11 wk Session - Late Registration
June 13	Wednesday	1st Session - Last Day for Official Withdrawal
June 13	Wednesday	1st Session - Last Day to Change from Credit to Audit
June 22	Friday	1st Session Ends
June 25	Monday	2nd Session - Classes Begin
June 25	Monday	2nd Session - Late Registration
July 4	Wednesday	Holiday
July 16	Monday	11 wk Session - Last Day for Official Withdrawal
July 16	Monday	11 wk Session - Last Day to Change From Credit to Audit
July 17	Tuesday	Pre-Pay Day for Fall 2001
July 19	Thursday	Orientation & Early Registration for New Students for Fall 2001
July 23	Monday	2nd Session - Last Day for Official Withdrawal
July 23	Monday	2nd Session - Last Day to Change from Credit to Audit
August 1	Wednesday	2nd Session & 11 wk Session End
August 2	Thursday	Graduation

FALL SEMESTER 2001

August 7	Tuesday	Registration
August 20	Monday	Fall Classes Begin
August 20	Monday	Late Registration
September 1	Saturday	No Classes
September 3	Monday	Labor Day Holiday
October 1 - 3	Monday - Wednesday	Fall Break/Instructor Conference (No Classes) (Date May Change)
November 13	Tuesday	Pre-Pay Day for Spring 2002
November 15	Thursday	Orientation & Early Registration for New Students for Spring 2002
November 19	Monday	Last Day for Official Withdrawal
November 19	Monday	Last Day to Change from Credit to Audit
November 22 - 24	Thursday - Saturday	Thanksgiving Holidays
December 17	Monday	Fall Semester Ends

CALENDAR OF EVENTS

SPRING SEMESTER 2002

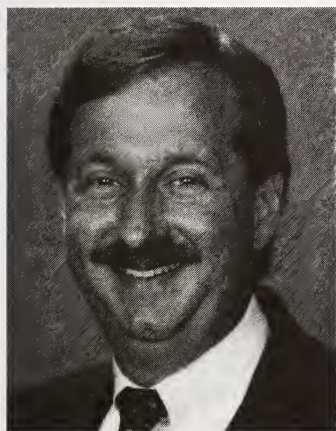
January 3	Thursday	Registration
January 9	Wednesday	Spring Classes Begin
January 9	Wednesday	Late Registration
January 21	Monday	Martin Luther King Jr. Holiday
March 30 - April 5	Saturday - Friday	Spring Break (No Classes)
April 9	Tuesday	Pre-Pay Day for Summer 2002
April 10	Wednesday	Last Day for Official Withdrawal
April 10	Wednesday	Last Day to Change from Credit to Audit
May 8	Wednesday	Spring Semester Ends (Wednesday, May 8, is a Monday make-up)
May 9	Thursday	Graduation

SUMMER TERM 2002

May 14	Tuesday	Registration
May 22	Wednesday	1st Session & 10 wk Session - Summer Classes Begin
May 22	Wednesday	1st Session & 10 wk Session - Late Registration
June 17	Monday	1st Session - Last Day for Official Withdrawal
June 17	Monday	1st Session - Last Day to Change from Credit to Audit
June 25	Tuesday	1st Session Ends
June 26	Wednesday	2nd Session - Classes Begin
June 26	Wednesday	2nd Session - Late Registration
July 4	Thursday	Holiday
July 15	Monday	10 wk Session - Last Day for Official Withdrawal
July 15	Monday	10 wk Session - Last Day to Change From Credit to Audit
July 16	Tuesday	Pre-Pay Day for Fall 2002
July 18	Thursday	Orientation & Early Registration for New Students for Fall 2002
July 23	Tuesday	2nd Session - Last Day for Official Withdrawal
July 23	Tuesday	2nd Session - Last Day to Change from Credit to Audit
July 31	Wednesday	2nd Session & 10 wk Session End
August 1	Thursday	Graduation

FALL SEMESTER 2002

August 6	Tuesday	Registration
August 14	Wednesday	Fall Classes Begin
December 16	Monday	Fall Semester Ends



Dr. L. Steve Thornburg, Ed.D.

MESSAGE FROM THE PRESIDENT

“Welcome To Your Future”

All around us we see Cleveland Community College students and graduates involved in important work and making important contributions to the communities throughout Cleveland County and the surrounding area.

Since Cleveland's beginning in 1965, the College has provided education and training that makes a difference in the lives of thousands and thousands of area citizens. The faculty and staff at Cleveland take great pride in our past, but more importantly, we look forward to the opportunities to work with you in our future.

This catalog describes a wide variety of programs and services that can be of help to you as you plan for your future. You will see an array of Associate Degree, Diploma, and Certificate programs ranging from college transfer to high tech to occupational, all designed to assist you in reaching your educational goals.

The faculty and staff at Cleveland are here to help you to 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 you and your needs.

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

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 3, 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 complex.

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 community initiatives.

CCIPSS (Cleveland's Continuous Improvement Plan for Student Success) Strategic Goals:

- I. To offer quality educational and training programs designed to meet the needs of a diverse student population and which are responsive to the changing educational and training needs of the College's service area.
- II. To provide comprehensive student support services with an emphasis on access and a focus on student success.
- III. To provide a comprehensive program of professional development and performance evaluation for all College personnel.

- IV. To provide a quality work environment with the necessary infrastructure—both space and technology—, equipment, and learning resources to support the Mission of the College.
- V. To serve as a prominent educational and training resource in the economic development of the College's service region.
- VI. To be an integral part of Cleveland County's lifelong learning processes (early childhood through late adulthood) which enhance the community's quality of life.
- VII. To provide a sound and comprehensive institutional effectiveness program dedicated to student success and the assurance of continuous improvement in all areas of the College.

CLEVELAND COMMUNITY COLLEGE VISION STATEMENT

Cleveland Community College is a community of learners where the *joy* of learning is espoused, where *hopes* are realized, where *dreams* become realities, where excellence is an *attitude* instilled in all aspects of the institution, and where all learners participate in a *dynamic process* dedicated to making life better for all involved.

GENERAL ADMINISTRATION - PURPOSE AND GOALS

General Administration at Cleveland Community College includes the President's Office, Planning and Institutional Effectiveness, and the Cleveland Community College Foundation. Under the leadership and direction of the President, General Administration serves the College through its primary functions of planning, research, and resource development in fulfilling its *mission of ensuring student and institutional success*. Both the Assistant to the President for Planning and Institutional Effectiveness and the Executive Director of the Cleveland Community College Foundation report directly to the President and the Assistant to the President serves on the president's Policy Council with the College's vice-presidents.

The Office of Planning and Institutional Effectiveness is responsible for facilitating the College's planning process, generating information for internal and external constituencies, and monitoring quality improvement initiatives.

Founded in 1983 to promote private support for the College's educational goals, the Cleveland Community College Foundation provides a *margin of excellence* for the College by soliciting support for those projects which have as a focus the Cleveland Community College students and graduates who are a key to the continued success of business and industry in our community.

Goals:

1. Lead the College in refining the Institutional Effectiveness Plan with a focus on three major areas: planning, research, and assessment/evaluation.
2. Lead the College in refining the Development Plan with a focus on three major areas: student scholarships, program development, and faculty development.
3. Continuously evaluate and improve services.
4. Provide leadership that promotes systems thinking to ensure a more effective Student Information System.
5. Continue staff development that encompasses current national trends and issues specifically related to institutional effectiveness and institutional advancement.
6. Identify and acquire human and fiscal resources to meet student needs.
7. Continuously evaluate College/community partnerships and events to improve and expand services to students and the community.

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.

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.

With the exception of Allied Health Programs (ADN, PN, RAD, and

PHLEB), 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 [Academic Bulletin 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.

LIBRARY AND AUDIO-VISUAL SERVICES

Monday – Thursday	7:30 am – 9:00 pm
Friday	7:30 am – 4:00 pm
Semester break and holiday hours as posted	

The purpose of the Cleveland Community College Library is to help fulfill the mission of the college by providing carefully selected resources and versatile programs and services which reinforce and enrich the curriculum and which are responsive to the needs of the College community. The 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 collecting, making readily available, and assisting in the use of materials particularly suited to the objectives and programs of the College.

The collection of 34,500 items housed in the Library includes the general book collection, reference books, video and other multi-media items, sound recordings, and microforms. Access to these materials is

provided through the CCLINC (Community College Libraries in North Carolina) catalog, a joint database of the holdings of 40 community college libraries in North Carolina. Library patrons have access to this catalog from computers in the library and other locations on campus and from home through the library web page.

The Library also subscribes to approximately 300 periodicals and provides access, both on campus and from remote locations, to numerous online indexes and full-text databases. The library staff provides research and bibliographic assistance, library instruction, and reserve material services. Computerized interlibrary loan service is available to expedite the delivery of materials from other locations.

The audio-visual services department performs 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 campus-wide closed circuit TV system.

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 sys-

tem 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.

EDUCATIONAL ACCESS CABLE CHANNEL

The Broadcasting and Production Technology program at Cleveland Community College is responsible for the operation of Time Warner Cable's local educational 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.

DISABILITY SERVICES - 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, presents information to students and staff at orientations regarding campus security/safety, crime prevention, alcohol and drug abuse prevention, sexual assault prevention, rape awareness, and procedures to follow if a sex offense occurs.

DISCLOSURE REQUIREMENT/ STUDENT RIGHT TO KNOW INFORMATION

Certain information must be disclosed to students. A list and description of required disclosures and information on how to obtain them are listed below:

Completion/Graduation rate: Completion or graduation rate of cohort of certificate or degree seeking, full-time undergraduates who graduated or completed their program within 150% of the normal time for graduation or completion.

Campus Security/Sexual Harassment Report: Statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of the following offenses reported to campus security authority or local police - Murder, manslaughter, sex offenses, robbery, aggravated assault, arson, burglary, and motor vehicle theft.

The following arrests and referrals are reported - liquor law violations, drug violation/abuse, and weapons possessions.

Also included in the report are policies regarding procedures to report crimes, policies concerning the security of and access to campus facilities, policies to follow when a sex offense occurs.

Financial Aid Refund Policy: A summary of requirements for the return of Title IV grant assistance by withdrawn students.

Each of the reports is found on the Cleveland Community College web-site at www.cleveland.cc.nc.us. Click on the Financial Aid Link to view each report. A paper copy of the disclosure information will be provided upon request in Student Services.

DRUG-FREE WORKPLACE POLICY

Cleveland Community College, in compliance with the Drug-Free Workplace Act, Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act certifies that it works to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Cleveland Community College is engaged in a continuing campaign against substance abuse. This campaign includes information presented at New Student Orientations.

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 of 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.



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, (16 years of age) 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, Phlebotomy, Cosmetology and technical diploma or technical certificate programs.
3. High School graduation or its equivalent is not required for other 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 degree curriculums, Practical Nursing, Phlebotomy, Cosmetology and technical diploma or technical certificate programs must take **placement tests** in English, mathematics, reading and algebra.

Exceptions:

- a. Applicants (excluding Associate Degree Nursing, Practical Nursing, and Radiography applicants) who have scored 450 on the verbal section of the SAT are not required to take the English and reading placement test. Applicants (excluding Associate Degree Nursing, Practical Nursing, and Radiography applicants) who have scored 450 on the mathematics section of the SAT are not required to take the mathematics and algebra placement test.
- b. Applicants (excluding Associate Degree Nursing, Practical Nursing, and Radiography applicants) who have scored 19 on the American College Test are not required to take any placement test.
- c. Applicants (excluding Associate Degree Nursing, Practical Nursing, and Radiography) who have earned the Associate degree, Bachelor's degree or higher degree are exempt from placement testing.
- d. Applicants (excluding Associate Degree Nursing, Practical Nursing, and Radiography applicants) 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 (excluding Associate Degree Nursing, Practical Nursing, and Radiography 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.
- e. Applicants (excluding Associate Degree Nursing, Practical Nursing, and Radiography applicants) who have successfully completed their required 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).
- f. 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, testing, or exemption from testing.

If the applicant /student does not pass the appropriate placement test(s) or meet exceptions as stated above, the applicant/student must enroll in and successfully complete the applicable developmental course(s) prior to enrolling in courses that have a developmental course(s) as prerequisites.

To determine if you may be exempt from placement testing, contact the Vice President of Student Services at 704-484-4041.

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. Selected applicants to Allied Health programs (ADN, PN, and RAD), excluding Phlebotomy, must have a personal interview with an admissions office representative and a faculty member after Psychological Services Bureau (PSB) testing and ranking. PSB testing is not required for Phlebotomy applicants.
8. Personal references are required for Allied Health applicants (ADN, PN, and RAD), excluding Phlebotomy.
9. Students who wish to enroll in a **distance learning course** must receive approval to enroll from the instructor of the course or the Distance Learning Coordinator. The instructor will discuss course requirements, explain course procedures and processes, and assess the student's readiness for the rigors of a distance learning course. Students who enroll in a distance learning course must have access to equipment and/or a means of coming to campus to use equipment. Also, applicants must have successfully completed CIS 110 - Introduction to Computers (or its equivalent) with a grade of "C" or higher or provide other evidence of competency deemed appropriate by the instructor of the distance learning course or the Distance Learning Coordinator.
10. 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.
11. Specific procedures for admission to Continuing Education courses or programs will be found under that section of this Academic Bulletin and Student Handbook.

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 by calling 704-484-4073. All Allied Health applicants (ADN, PN, and RAD), excluding Phlebotomy, are required to attend an Allied Health informational meeting. Call 704-484-4081 for a meeting schedule. An interview is required for selected Allied Health applicants (ADN, PN, and RAD) after Psychological Services Bureau 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 is not required to have transcripts sent unless the transcripts are needed to prove that course prerequisites have been satisfied. To be official, a transcript must be certified by the school/college attended and received by Cleveland Community College in a sealed envelope.

4. Degree-seeking applicants, Phlebotomy, Cosmetology 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. Associate Degree Nursing, Practical Nursing and Radiography applicants **MUST** take placement tests. To determine if you may be exempt from Academic Placement Testing, contact the Vice President of Student Services at 704-484-4041 or the Director of Admissions at 704-484-4073.
5. If required, call the Curriculum Office, at 704-484-4026, to schedule a date and time to take the ASSET Placement Test. Sample test questions are available. The Placement Test covers math, English, reading and Algebra. **Your application should be on file before we schedule your test appointment.**
6. Distance learning applicants must schedule an interview with the Distance Learning Coordinator or instructor.
7. 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.
8. Allied Health applicants (those who are applying for Associate Degree Nursing program, Practical Nursing program, the Radiography program, and the Phlebotomy program) 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.

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 (ADN, PN, RAD and PHLEB.) 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. Allied health students who have been academically suspended must confer with the Director of Admissions.

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 fee, 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.



ACADEMIC REGULATIONS

DROP-ADD AND CLASS SCHEDULE CHANGE

Students may add courses, drop courses, and change their course schedules up through the 10% point of the course(s). Some course adds may require instructor/dean approval.

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

PROCEDURE TO DROP A COURSE(S) AND REFUND POLICY

Official drops must be processed in the Student Services Department. Students may **drop** a course(s) prior to or on the official 10% point of the course(s). The course(s) is deleted from the student's registration and from the student's official transcript.

1. If a student officially drops from course(s) prior to or on the official 10% point or the course(s) – or the 10% point of the semester if the student is officially dropping all courses – the student will receive a 75% tuition refund. Refunds will not be given after the 10% point.
2. A pre-registered curriculum student who officially drops all course(s) prior to the first day of the college's academic semester will be eligible for a 100% tuition refund.
3. A pre-registered student who officially drops a curriculum course prior to the day the class begins will be eligible for a 100% tuition refund.

REMINDER: Since a curriculum student is charged hour for hour up to 16 credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than 16. This policy is subject to change.

PROCEDURE TO WITHDRAW FROM A COURSE(S)

Students desiring to withdraw from a course after the 10% point of the course(s) should go to the Student Services Department to complete the official Withdrawal Form. Withdrawal with a grade of "W" will be allowed after the 10% point of the course and before the 75% point of the term. A course(s) which was officially withdrawn from will show on a student's transcript as a grade of "W."

Students who stop attending a course(s) and who are not officially withdrawn or whose absences exceed the allowed maximum during the last 25% of the term will receive a grade (A, B, C, D, F) for the course(s).

GRADING SYSTEM

Grading the performance of students in course work is the responsibility of individual faculty members as dictated by the course syllabi.

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

Letter

Grade	Explanation	Quality Points
A	Excellent	4 points per sem./hr.
B	Good	3 points per sem./hr.
C	Average	2 points per sem./hr.
D	Below Average	1 point per sem./hr.
F	(No Credit)	0 point per sem./hr.
	Non-completion of course requirements.	
I	Incomplete; 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.
MT	Military Training	0 point per sem./hr.
EL	Experiential Learning	0 point per sem./hr.
AP	Advanced Placement	0 point per sem./hr.
TR	Transferred In	0 point per sem./hr.
AR	Articulated Course	0 point per sem./hr.
CL	College-Level Examination Program (CLEP)	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 receive an "F" in the course. Upon completion of the contract in the specified time, the instructor will notify the Dean of Enrollment Management 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, AU, MT, EL, AP, TR, AR grades, and grades made

on developmental courses. The cumulative GPA is based on all eligible grades while a student is enrolled at Cleveland Community College as a curriculum student. The current GPA is based on one semester's work (current) for all eligible grades.

EXAMPLE OF COMPUTING THE GPA

Course	Grade	Credit	GP per	Grade Points
		Hrs. Attempted	Credit Hour	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
		<u>15</u>		<u>35</u>

$$\frac{\text{Grade Points}}{\text{Hours Attempted}} = \text{GPA} \quad \frac{35}{15} = 2.33$$

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 20% maximum. A student, who, during a semester, incurs in any course an absence in excess of twenty percent (20%) 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 point 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.

PROBATION AND SUSPENSION

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. In the Radiography program, every major specialty course must be passed with a "C" or higher 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.

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.

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 by notifying Student Services and the appropriate instructor(s). 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 75% point 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. The Add Period is posted in Student Services each semester.

COURSE SUBSTITUTIONS

Course substitutions must be approved by the appropriate academic dean.

Typically, requests for course substitutions begin at the time of advisement or registration with the student's academic advisor who submits the request on the course substitution form available in Student Services. The same procedure is to be followed for course substitution requests for credit already earned.

The appropriate academic dean verifies that the course to be substituted is comparable in content and credit with the required course listed in the College's current Academic Bulletin and Student Handbook.

The Dean of Enrollment Management verifies that credits submitted for graduation are in keeping with the student's program of study and the College's academic policies. In addition, the Dean of Enrollment Management reviews incoming college transcripts and appropriate course substitutions according to stated guidelines.

The original, signed course substitution forms will be kept in the student's academic files.

CREDIT HOURS, CONTACT HOURS, AND COURSE LOAD

Each course listed in the course Description section of this Academic Bulletin and Student Handbook is followed by a notation for 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, or 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)

An official record (transcript) of all the student's courses, credits, grades, current and cumulative Grade Point Average 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 (Grade Reports) are provided by Cleveland Community College on all students — including veterans. Progress records (grade reports) 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 official student 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.

RELEASE OF INFORMATION FROM ASSET PLACEMENT TEST SCORES

Written consent from the student is required before ASSET test scores may be released. A form for release is available in Student Services.

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/certificate program being completed. Credit is not extended automatically.

To receive credit for experiential learning, a student must submit to the appropriate faculty member, the Dean of Enrollment Management, and the appropriate Academic Dean a typed summary of experiences learned, proof that the experiences did occur and demonstrate skills learned (if requested). The Dean of Enrollment Management, after consultation with the appropriate Academic 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 with a grade of "EL." 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 offer-

ing 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.)

DISTANCE LEARNING

Statement of Purpose

The Distance Learning Program at Cleveland Community College is designed to support the mission of the College by increasing access to educational opportunities for a diverse community of learners. The College, committed to accessible quality education and services, uses creative technological teaching methods to deliver instruction when and where it is needed.

Goals

- To provide learners with access to quality education in a flexible, nonrestrictive form.
- To address needs of students who prefer to learn through non-traditional media.
- To facilitate a meaningful exchange of knowledge through collaboration among instructors, resource persons, and learners.
- To increase diversity of students and faculty by involving learners and instructors who could not participate in traditional methods of instruction.
- To create a learner-centered community in which participants actively engage in the creation of knowledge through interaction and communication between learners and instructors and between learners and learners.
- To meet the needs of students with various learning styles by delivering synchronous or asynchronous instruction.
- To provide access and instruction to technologies and resources that support course offerings and foster lifelong learning.
- To plan for partnerships and other educational and business/industry entities.

Distance Learning Pre-Enrollment Guidelines

Students who wish to enroll in a distance learning course must receive approval to enroll from the instructor of the course or the Distance Learning Coordinator. The instructor will discuss course requirements, explain course procedures and processes, and assess the student's readiness for the rigors of a distance learning course.

Students who enroll for a distance learning course must have access to equipment and/or a means of coming to campus to use equipment. Also, applicants must have successfully completed CIS 110, Introduction to Computers (or its equivalent) with a grade of "C" or higher or provide other evidence of competency deemed appropriate by the instructor of the distance learning course or the Distance Learning Coordinator.

ACADEMIC SUPPORT CENTER

The mission of the Academic Support Center at Cleveland Community College provides quality instruction for students who need pre-college instruction in English, reading, and mathematics. The Center schedules, administers, scores, and interprets placement test scores; offers limited tutorial services in identified college courses; and provides study skills instruction for the College's instructional programs.

DEVELOPMENTAL COURSES

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 and do not count toward graduation. Grades for developmental courses are A*, B*, C*, D*, or F*. These grades are not computed with other courses in the current or cumulative GPA, nor are they used in the computation to determine Dean's List, President's List, Graduation High Honors or Graduation Honors. Developmental courses must be passed with a grade of "C" before students can enroll in higher level English, reading, and mathematics courses. Please read the Admissions section of the Academic Bulletin and Student Handbook to determine who may be required to take developmental courses.

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 diploma 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.

TRANSFER CREDIT TO CLEVELAND COMMUNITY COLLEGE

Cleveland Community College permits admission with transfer credit for accredited colleges and universities. 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 under the direction of the Dean of Enrollment Management and appropriate Academic Deans or Department Heads. 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. Questions regarding transfer credit may be addressed to the Dean of Enrollment Management or Assistant Registrar in Student Services.

ADVANCED PLACEMENT COURSES (AP)

A list of approved Advanced Placement Courses and required test scores are listed below:

Advanced Placement Course	Test Score	Credit hours awarded	Transcript grade	Cleveland Community College equivalent course(s)
Art History	3	3	AP	ART 114
Biology	3	8	AP	BIO 111 &112
Chemistry	3	8	AP	CHM 151 & 152
Computer Science A	3	3	AP	CIS 110
*English, Language and Composition	3	3	AP	ENG 111
**English, Literature and Composition	3	3	AP	ENG 111
Government and Politics, US	3	3	AP	POL 120
History, European	3	6	AP	HIS 121 &122
History, US	3	6	AP	HIS 131 & 132
Macroeconomics	3	3	AP	ECO 252
Mathematics, Calculus AB	3	4	AP	MAT 271
Mathematics, Calculus BC	3	8	AP	MAT 271 & 272
Microeconomics	3	3	AP	ECO 251
Physics B	3	8	AP	PHY 151 & 152
Psychology	3	3	AP	PSY 150
Spanish, Language	3	8	AP	SPA111&181, 112&182
Statistics	3	4	AP	MAT 151 & 151A

* A score of 4 or 5 will earn 6 hours of credit awarded (ENG 111 & 113)

** A score of 4 or 5 will earn 6 hours of credit awarded (ENG 111 & 113)

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Credit may be allowed for up to 6 semester hours of college work based on appropriate scores on the CLEP General Examinations when appropriate to the student's program of study. Maximum credit for CLEP Subject Examinations is 22 semester hours when appropriate to the student's program of study. A list of approved CLEP courses and test scores are listed below:

EXAMINATION	Credit granting score	Credit hours awarded	Transcript grade	Cleveland Community College equivalent course(s)
American Literature	50	6	CL	ENG 231 & 232
Composition, Freshman	50	6	CL	ENG 111 & 113
English Literature	50	6	CL	ENG 241 & 242
Algebra	50	3	CL	MAT 161
Biology	50	8	CL	BIO 111 & 112
Chemistry	50	8	CL	CHM 151 & 152
Calculus with Elem. Functions	50	8	CL	MAT 271 & 272
Trigonometry	50	3	CL	MAT 162
Spanish, Level 1	50	8	CL	SPA 111&181;112&182
Spanish, Level 2	50	8	CL	SPA 21&281;212&282
American Government	50	3	CL	POL 120
United States History I	50	3	CL	HIS 131
United States History II	50	3	CL	HIS 132
Macroeconomics, Principles of	50	3	CL	ECO 252
Microeconomics, Principles of	50	3	CL	ECO 251
Psychology, Introductory	50	3	CL	PSY 150
Sociology, Introductory	50	3	CL	SOC 210
Western Civilization I	50	3	CL	HIS 121
Western Civilization II	50	3	CL	HIS 122
Accounting, Principles of	50	8	CL	ACC 120 & 121
Business Law, Introductory	50	3	CL	BUS 115
Information Systems & Computer Applications	50	3	CL	CIS 110
Management, Principles of	50	3	CL	BUS 137
Marketing, Principles of	50	3	CL	MKT 120

NO ACADEMIC CREDIT FOR NON-CREDIT WORK

Cleveland Community College does not award academic credit for course work taken on a non-credit basis.

MAXIMUM CREDIT ALLOWED FOR ALL FORMS OF NON-TRADITIONAL LEARNING

A maximum of 25 hours may be awarded for all forms of non-traditional learning.

MILITARY EXPERIENCE

Military training and experience may earn semester hour credit as determined by the Dean of Enrollment Management and appropriate Academic Dean or Department Head. Course credit with a grade of "MT" 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 non-institutional sources when appropriate. Transcripts must be sent to the Dean of Enrollment Management directly from the institution offering the course.

TRANSFER OF CREDIT FROM ASSOCIATE IN ARTS (AA) AND ASSOCIATE IN SCIENCE (AS) 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 the Student Services Department for assistance. 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 and general education degree programs are not planned as transfer programs, some colleges do accept courses for credit toward the bachelor's degree. 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. Some 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 where 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 counselor in Student Services and with an 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/diploma/certificate program may be credited toward another degree, diploma, or certificate program upon evaluation by the Dean of Enrollment Management and appropriate Academic Dean. 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 complete a "Student Data Change Form", stating the new curriculum and semester of entrance.
2. 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 the Dean of Enrollment Management denoting courses and semester hours for which credit will be given.

NORTH CAROLINA COMPREHENSIVE ARTICULATION AGREEMENT

This is a statewide agreement which governs the transfer of credits between North Carolina community colleges and public universities in North Carolina. The agreement provides for a smooth transfer of students. North Carolina community college students who earn an associate's degree according to the Comprehensive Articulation Agreement will be treated as juniors (64 semester hours of credit will transfer) at any of the UNC institutions after being admitted. Brochures describing the agreement are available in Student Services.

APPALACHIAN STATE UNIVERSITY'S OFF-CAMPUS BACCALAUREATE DEGREE COMPLETION PROGRAM

Appalachian State University is offering to Associate in Arts and Associate in Science graduates the junior and senior years of various bachelor degree programs on the campus of Cleveland Community College and surrounding community colleges. Contact the Vice President of Student Services for more information.

REGISTRATION

At registration, students will be assigned class schedules, will have ID cards made, will receive parking decals, will pay tuition and fees, and may 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 activity fees or other College indebtedness paid in the Business Office. All students must process their registration forms through the Business Office even though their tuition may be free or paid by another source.

GRADUATION WITH HIGH HONORS

To graduate with High Honors, a student must earn a GPA of 3.8 – 4.0 in courses presented for graduation. If a “D” or “F” was ever made on a course presented for graduation, even though the course may have been repeated, the student is disqualified from receiving High Honors. Developmental course grades are not used in the computation for High Honors.

GRADUATION WITH HONORS

To graduate with Honors, a student must earn a GPA of 3.5 – 3.79 in courses presented for graduation. If a “D” or “F” was ever made on a course presented for graduation, even though the course may have been repeated, the student is disqualified from receiving Honors. Developmental course grades are not used in the computation for 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. Make a “C” or higher on the following courses presented for graduation in a degree program: ENG 111; ENG 112 or ENG 113; COM 231; CIS 110 or another approved course; and MAT 140 or another approved math course. Make a “C” or higher on the following courses presented for graduation in a diploma program: ENG 101 and MAT 101.
3. 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.
4. 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 Dean of Enrollment Management. The Dean of Enrollment Management 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.

5. Receive a copy of his/her processed graduation application from the Dean of Enrollment Management. The student will obtain signatures on the form from the appropriate Academic Dean as to program completion. Signatures will be obtained from the Library and the Business Office indicating clearance of any outstanding library books and/or financial obligations to the College. The graduation fee will be paid in the Business Office and the completed form will be returned to Student Services.
6. Complete evaluation forms and return them to Student Services.
7. Purchase cap, gown, and invitations in the College store.
8. Attend graduation practice.
9. 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

STUDENT SERVICES STRATEGIC VISION (Statement of Purpose)

Student Services, in partnership with internal and external constituencies, nurtures an environment that responds to student needs and the attainment of their educational goals by providing current, accurate information and quality services.

Broad categories of these services include: entry and exit services, student records, advisement and counseling, financial aid, and student support.

Goals:

1. Lead the College in refining the College-wide Enrollment Management Plan with a focus on three major areas: marketing, recruitment, and retention.
2. Continue refinement of entry services to students such as admissions, the student orientation programs, registration, financial aid, and information services.
3. Continue refinement of student support and exit services to students such as student records, student activities, graduations, etc.
4. Provide leadership that promotes systems thinking to ensure a more effective Student Information System.
5. Continue staff development that encompasses current national trends and issues by providing specific training for Student Services team needs and which results in a Student Services identity.
6. Identify and acquire human and fiscal resources to meet student needs.
7. Continuously evaluate College/community partnerships and events to improve and expand services to students and the community.

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 or designee is also a member of the College Admissions Committee, Campus Security Committee, Energy Conservation and Recycling Committee, and Traffic Violations 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.

CAREER TESTING AND ASSESSMENT

Career testing and assessment is offered free to Cleveland Community College students and to the general public. Student Services utilizes CAPS (Career Ability Placement Survey) to provide information regarding an individual's interests and abilities. Additionally, Choices Software is utilized to help individuals learn more about possible career options and various educational institutions that offer programs of study related to careers. Please contact the Admissions Counselor in Student Services (704-484-4103) who will provide guidance, assistance, and discussion related to career searches.

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 current and former 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

All Cleveland Community College students receiving a degree, diploma, or certificate are alumni. Alumni are encouraged to take advantage of the College's job placement services which are located in the Academic Support Center on campus. Alumni are also encouraged to continue to be a part of the College's growth, activities, and services.

STUDENT HEALTH & HEALTH SERVICES

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 at Cleveland Community College. Ambulance and rescue services are available by calling the receptionist ("0") or by securing an outside telephone line and dialing 911. Student Services regularly provides or cosponsors programs on health education to interested students and staff—such as "Woman's World." The College certifies and promotes a drug-free workplace and adheres to a communicable disease policy.

The Shelby City Fire Department (SFD) has determined that response time to Cleveland Community College for medical/trauma emergencies is no more than four (4) minutes. Also, Cleveland County Emergency Medical Services (EMS) shares the same building with the Shelby City Fire Department and would be dispatched to Cleveland Community College at the same time as the SFD.

SMOKING AND TOBACCO PRODUCTS POLICY

Cleveland Community College is concerned with the health, safety, and wellness of all employees and students. Being aware of the health hazards associated with smoking and the use of other tobacco prod-

ucts, the Board of Trustees resolves that the College provide a smoke-free and tobacco product-free environment. The Board further resolves that there be no smoking or use of tobacco products permitted within all College-owned or leased buildings, facilities, and vehicles.

Designated out-of-doors "fresh air" smoking areas are identified for smokers and other tobacco product users. All other areas are smoke and tobacco product free.

COSMETOLOGY BENEFITS

All Cleveland Community College students, faculty, and staff with current ID's are eligible for discounts in the Cosmetology Department. These discounts may apply to haircuts, color, perms, and nail services.

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 (SGA) 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, organized college events, and general student use as posted.

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 Advisor 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.

The Student Government Association, with the assistance of College staff, publishes a student newsletter — *ClevelandLINKS*—monthly.

STUDENT GOVERNMENT ASSOCIATION

In order to promote better student government and unite the Student Body as a common bond, the Student Government Association shall strive to: represent the individual thinking, the integrity, the ideas and interests of the students within Cleveland Community College; encourage cooperation between students and College personnel; sponsor activities or endeavors that will be of benefit to the students, the College, and the community; and do all things necessary to promote the welfare of the students. All currently enrolled curriculum students are members of the SGA and they are represented by elected officers (President, Vice President, Secretary, Treasurer) and selected Senators through the election and selection processes outlined in the SGA Constitution.

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 from different colleges and exchange ideas for the enhancement of their respective organizations. The *SGA Constitution and By-Laws* are available in the Office of Student Services.

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.

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

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

Beta Iota Pi Chapter of Phi Theta Kapa is an international honor society of two-year college students, which emphasizes scholarship, leadership, fellowship, and service. Memberships, based on a 3.25 grade point average and completion of 12 semester hours, are extended twice a year to students enrolled in two-year programs.

The National Vocational-Technical Honor Society is a group which believes that outstanding student effort and achievement in the vocational-technical area should be rewarded and encouraged and seeks to cultivate the ideals of scholastic excellence, service, and leadership in our citizens of tomorrow.

Campus Crusade for Christ is an interdenominational group open to all students. The group meets weekly for Bible study.

Black Awareness Club promotes knowledge and appreciation of black history.

Eta Alpha Alpha Chapter of Phi Beta Lambda is a state and national organization for all college students enrolled in programs designed to develop vocational and professional competencies for business and office occupations.

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 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.

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. Threatening or disruptive behavior, destruction of school property, stealing, cheating, plagiarizing, gambling, use of profane language, engaging in personal combat or in lewd behavior, 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 certificates, 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. Developmental course

grades are not used in the computation for the Dean's List or President's List.

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 co-sponsors of the All-USA Academic Team.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM ACADEMIC EXCELLENCE AWARDS

Each Spring semester, two students from each community college in North Carolina are selected to receive Academic Excellence Awards at a luncheon held in Raleigh, North Carolina to honor their academic achievement.

COLLEGE BOARD'S TALENT ROSTER OF OUTSTANDING COMMUNITY COLLEGE TRANSFER STUDENTS (TRCC)

The TRCC program is an effort to recognize the exceptional academic achievements of transfer students from community colleges and to encourage their recruitment and financial support by colleges and universities. Two students are selected annually for this honor.



FINANCIAL INFORMATION

FINANCE/ADMINISTRATIVE SERVICES - Purpose and Goals

Finance/Administrative Services supports and promotes learning through responsible management of financial resources and by providing a safe and healthy environment in which to study and work. Services include institution-wide budget preparation, management, and accountability; expansion and maintenance of facilities, equipment and instructional resources; auxiliary services; campus security; information infrastructure; human resources management; and plant operations.

Goals:

1. Manage institutional funds efficiently and effectively by refining the planning and budgeting processes.
2. Lead the College in refining the Campus Master Plan with a focus on three major areas: existing facilities renovation, facilities expansion, and instructional equipment.
3. Continue refinement of plant operations, auxiliary services, and campus security.
4. Lead the College in refining the Student Information System so that it promotes systems thinking and easy access to current, accurate information.
5. Continue staff development that encompasses current national trends and issues by providing specific training for Finance/Administrative Services team needs and which results in a Finance/Administrative Services identity.
6. Identify and acquire human and fiscal resources to meet student needs.
7. Strengthen the commitment to quality by leading the College in promoting human resource management policies and practices that maximize the recruitment, development, and retention of highly competent, dedicated employees.

TUITION

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.

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

North Carolina Students:

16 or more credit hours	440.00
Less than 16 credit hours	(per semester hour) 27.50

Out-of-State Students:

16 or more credit hours	2716.00
Less than 16 credit hours	(per semester hour) 169.75

TUITION REFUNDS

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

1. If a student officially drops from course(s) prior to or on the official 10% point or the course(s) – or the 10% point of the semester if the student is officially dropping all courses – the student will receive a 75% tuition refund. Refunds will not be given after the 10% point.
2. A pre-registered curriculum student who officially drops all course(s) prior to the first day of the college's academic semester will be eligible for a 100% tuition refund.
3. A pre-registered student who officially drops a curriculum course prior to the day the class begins will be eligible for a 100% tuition refund.

REMINDER: Since a curriculum student is charged hour for hour up to 16 credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than 16. This policy is subject to change.

*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 College. 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 accident 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. 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. It is strongly recommended for all students in physical education classes.

Any accident, regardless of how minor it may be, must be reported to the instructor in the area.

Personal liability insurance (malpractice) is required of all Practical Nursing, Associate Degree Nursing, Radiography, and Phlebotomy students and the cost of coverage is \$16.00 per year.

GRADUATION FEE

Students eligible to graduate from all curriculum 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 \$19.00 for each Fall and Spring semesters. Students enrolled for less than seven credit hours will pay a student activity fee of \$10.00. 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.

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 a transcript nor register until receiving clearance from the Business Office 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 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 \$15.00
 2. Parking in improper area 15.00
 3. Parking by backing vehicle into area 5.00
 4. Double parking or blocking a legally parked vehicle . 10.00
 5. Speeding in excess of 10 m.p.h. 15.00
 6. Failure to yield right-of-way to pedestrian 15.00
 7. Reckless driving 25.00

- 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.
- 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 pre-condition 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.

FINANCIAL AID 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 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, and 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; 11/2 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 his/her own and removing the academic probation/suspension.

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

STUDENT FINANCIAL AID REFUND POLICY

Any student withdrawing, or planning to withdraw, or who stops attending class **must** consult with the Financial Aid Director on any charges that are to be repaid or refunded. (Students must attend beyond the 60% point of each semester to be exempt from repayments.)

Cleveland Community College enforces a fair and equitable refund policy that follows mandated federal, state, and institutional requirements. There are currently two possible refund policies for a Financial Aid student who does not complete the enrollment period for which they were charged under the Student Financial Assistance program (SFA). The institution will determine and apply the appropriate calculation, which yields the largest eligible refund to the SFA program.

Institutional/State Calculation

- A 100% refund if student withdraws before classes meet.
- A 75% refund if student withdraws before the 10% point of the semester.

Federal Refund Calculation

- Withdraws before first day of class equals 100% refund.
- Withdraws on or before the 60% point of the semester, student may owe an overpayment to the institution or to the Department of Education.
- Withdraws after the 60% point of the semester, student has earned 100% of financial assistance and does not owe any overpayment.

There are five steps that need to be followed in determining a refund or overpayment:

1. Determine the percentage of the semester the student attended before withdrawing.
2. Determine the amount of Title IV aid earned by the student based on the percentage of time of enrollment.
3. Compare the amount earned by the student to the amount disbursed or could have been disbursed to the student. If less aid was disbursed than was earned, the student may receive a post-withdrawal disbursement for the difference. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned.
4. Allocate the responsibility for returning the unearned aid between the school and the student.
5. Distribute the unearned aid back to the Title IV programs either by the institution or the student.

The amount of assistance a student earns is calculated on a pro-rata basis. For example, a student completed 40% of the semester, the student has earned 40% of the financial assistance that he/she was scheduled to receive.

If the student is responsible for returning funds, the student does not have to return the full amount. The law provides that 50% of the overpayment received by the student does not have to be returned.

If a student has an overpayment (monies that must be paid back) and fails to repay that amount to either the institution or the Department of Education, that student loses eligibility for all Title IV program funds. The only way to regain eligibility is to make satisfactory arrangements with the institution or to the Department of Education.

The student's withdrawal date or last day of attendance (LDA) must be established to calculate the refund. The following will be used as a guide to determine that date:

ACTION: Student officially withdraws from all classes

WITHDRAWAL/LDA: The date the student notifies the school of withdrawal

ACTION: Student drops out completely (Unofficial withdrawal)

WITHDRAWAL/LDA: The last date of student's recorded attendance.

ACTION: Leave of absence

WITHDRAWAL/LDA: The last date of student's recorded attendance.

ACTION: Expelled

WITHDRAWAL/LDA: Date of expulsion.

All institutional charges will be subject to the refund policy. These charges include tuition, equipment, books, or supplies issued to the student. The documented cost of returnable equipment and books will be included in institutional cost if not returned in good condition within 20 days of the student's withdrawal. That is to say, students who purchased equipment/books/supplies from financial aid sources must return the items in good condition to the Financial Aid Office within 20 days of withdrawal.

Refund example: Student attends four weeks of classes and officially withdraws. Withdrawal date established. Student attended 20 or the 80 days in the semester ($20/80=25\%$). Student has earned 25% of their financial assistance. Institutional charges are counted in the refund formula because student failed to return books. After taking into consideration the student's earned aid and the institutional charges, it is concluded that the student owes a refund back to the institution of Department of Education. However, the student is only responsible for 50% of the amount owed.

Refund example: Student attends eight weeks of classes before unofficially withdrawing. Student does return books and supplies. Withdrawal date used is the student's last date of attendance. Student attended 40 or the 80 days in the semester ($40/80=50\%$). Student has earned 50% of his/her financial assistance. However, after comparing the amount earned by the student to the amount disbursed or that could have been disbursed to the student, it was discovered the student is eligible for a late disbursement. **See Post-Withdrawal Disbursements.**

Post-Withdrawal Disbursements: If a student has received less aid than the student earned, he/she may be eligible for a **Post-Withdrawal Disbursement.** If a student is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this timeframe, the institution will not make the Post-withdrawal Disbursement to the student. In this case, the student will receive another letter from the institution stating why the Post-Withdrawal Disbursement is no longer valid.

Any student withdrawing or anticipating withdrawal should consult with the Financial Aid Office for information on any charges that are to be refunded or repaid.

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 Supplemental Education Opportunity Grant (SEOG), and the North Carolina Community College Grant.

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

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.

North Carolina Community College Grant

Students must apply for the Federal PELL Grant to be eligible for this program. These financial aid funds are available to the neediest students who are not eligible for other financial aid programs that fully cover the required educational expenses of the student.

Students must meet all requirements for a Federal PELL Grant, must be enrolled in an eligible program, must be a North Carolina resident, and must be enrolled at least half time.

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

Established in 1983, the **Cleveland Community College Foundation's** mission is to build a strong endowment program to ensure quality education and financial stability for the College. The Foundation is committed to fulfilling several specific objectives including the following:

- Increasing the number and diversity of scholarship offerings.
- Securing financial support for the technical needs of the College.
- Providing support for development of programs and services.

The Foundation is governed by a volunteer Board of Directors comprised of the Chairman of the Trustees of the College, the President of the College, and local community and business leaders. The Chief Development Officer of the College serves as the Executive Director of the Foundation.

A comprehensive annual fundraising campaign is conducted by the Foundation to benefit Cleveland Community College. The Annual Campaign receives support from friends of the College, corporations and businesses, private foundations, alumni, and College faculty and staff. The **Cleveland Community College Foundation** is a 501(c)(3) non profit corporation. All contributions to the Foundation are tax deductible as provided by law.

CLEVELAND COMMUNITY COLLEGE FOUNDATION SCHOLARSHIPS

Scholarships offered through the Foundation are classified as endowed or annual. Only the interest earned on endowed gifts may be used by the College. Annual scholarships are awarded from contributions to the annual scholarship fund. Applications for Foundation schol-

arships are available through the guidance counselors' offices of the four area high schools, and the Financial Aid Office of the College. **Applications must be submitted to the Financial Aid Office by April 1.**

Criteria for Foundation scholarship consideration: Foundation scholarships are open to all qualified residents of Cleveland County. Scholarship recipients are expected to be full time students with financial need and/or academic promise. Selection is determined by the Scholarship Committee of the College based on applicants good citizenship, interest, ability to succeed at the College level, and if appropriate, demonstrated need for financial support. Students wishing more information about scholarships should contact the Financial Aid Office.

Foundation Endowed Scholarships

The **Ruth B. Anthony Memorial Scholarship** provides an annual scholarship for an Office Systems Technology curriculum applicant. It is a fully endowed scholarship established by her employer, Fields Young, Jr. of Shelby, to honor her years of dedicated service.

The **Hoyt Q. Bailey Scholarship** was established by Mr. Bailey, the Chairman of the College's Board of Trustees. The award provides an annual scholarship for a student enrolled in any curriculum program.

The **John and Sally Barker Scholarship** provides an annual scholarship for a student enrolled in any curriculum program. It was established by the Cleveland Community College Foundation Board of Directors to recognize the Barkers' contributions to the community.

The **Cleveland Community College Student Government Association Scholarship** is awarded annually to a student in any curriculum program. The scholarship was established by the Student government Association to support education in the community.

The **Cleveland Community College Tech Prep Scholarship** is awarded annually to a student enrolled in the tech prep program. It is a fully endowed scholarship established by business, industry, and citizens of Cleveland County.

The **Cleveland County Fair Association Inc., Scholarship** was established by Joe A. and Sophia Goforth of Shelby, North Carolina and Reithoffer Shows of Florida. Mr. Goforth currently serves as Chairman of the Cleveland Community College Foundation's Board of Directors. The award provides an annual scholarship for a student enrolled in any curriculum program.

The **John L. And Margaret S. Fraley Scholarship** is awarded annually to two students, one from the business curriculum and the second in a tech prep program. This is a fully endowed scholarship established by the Fraley Family of Cherryville to support education in the community.

The **Sam P. Goforth Memorial Scholarship** provides an annual two-year scholarship for a student enrolled in any curriculum program. It is a fully endowed scholarship established by the Goforth Family to support education in the community.

The **Dr. Stan Hardin Memorial Scholarship** provides an annual scholarship for a student enrolled in any curriculum program. This is a fully endowed scholarship established by friends and family. As a Doctor of Chiropractic and a multi-talented professional, Dr. Hardin entertained audiences throughout the southeast USA with his music, song, and humor.

The **LeGrand Family Scholarship** was established by local businessman, Stuart LeGrand. The fully endowed scholarship provides an annual award for a student enrolled in any curriculum program.

The **Dr. William Simpson Memorial Scholarship** provides an annual scholarship for a student enrolled in either the Practical Nursing or the Associate Degree Nursing Program. It is a fully endowed scholarship established in memory by his wife, Mrs. Barbara Simpson of Shelby.

The **Joe Whisnant Memorial Scholarship** provides an annual scholarship for a student enrolled in any curriculum. It is a fully endowed scholarship established by his wife, Mrs. Lou Alice Whisnant, of Shelby, in his memory.

Academic Merit Scholarship (Pooled Income Scholarship Fund)

The **Academic Merit Scholarship (Pooled Income Scholarships)** is awarded from the partially funded endowed scholarships named in honor of Dr. James Petty, John and Glenda Schenck, the parents of Dr. and Mrs. L. Steve Thornburg and in memory of Clyde C. Cash, Dr. John Crow, Colonel Pat Hamner, Robert Hoover, and Violet Thomas.

Annual Scholarship Awards

The **Anonymous Burns Scholarship** will be awarded to a graduate of Burns High School enrolled full-time in any curriculum program. It is an annual award given by an anonymous donor established to support education in the community.

The **Anonymous Fireman Scholarship** is awarded to a student enrolled full-time in any curriculum program of the College and who is also the relative of a fireman. It is an annual award given by an anonymous donor established to support education in the community.

The **Edgar B. Hamilton/First National Bank Scholarship** is awarded annually to a recent graduate of Burns, Crest, Kings Mountain or Shelby High School enrolled in any curriculum program of the College.

The **Cleveland Community College Student Government Association Scholarships** (4) are awarded to one graduate each, from Burns, Crest, Kings Mountain, and Shelby High Schools enrolled in any curriculum program of the College. These are annual scholarships established by the Student Government Association to support education in the community.

The **Patsy Ruth Mauney Memorial Scholarship** is given annually to two students enrolled in any curriculum program of the College. These are annual scholarships established by Malcolm Parker of Cherryville in memory of his mother to support education in the community.

The **Time Warner Cable of Shelby Scholarship** is awarded annually to a student enrolled in the Broadcasting Technology Program of the College. This is an annual scholarship established by Time Warner Cable of Shelby to support education in the community.

Other Scholarships

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

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

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 North Carolina Nurse Scholarship Loan Program (NESLP) — the North Carolina Nurse Scholarship Loan Program was established by the General Assembly in 1989 to provide need-based scholarship loans. NESLP awards are available for North Carolina residents enrolled in the Practical Nursing or the Associate Degree Nursing programs. Recipients agree to work for one year as a full-time nurse in North Carolina for each year of NESLP funding.

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 to certify eligibility for veterans and for 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 Department 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.

Veterans and eligible dependents must 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 DVA college representative, in time for the DVA to receive it within 30 days of the date on which the change occurs.

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

Cleveland Community College will not approve for DVA enrollment any of the following: (1) independent study (2) telecourses.

HOPE SCHOLARSHIP TAX CREDIT and/or LIFETIME LEARNING TAX CREDIT

The Hope "Scholarship" is a tax credit available to eligible students beginning with postsecondary education expenses paid after December 31, 1997. The Hope "Scholarship" is not technically a "scholarship" but a tax credit to eligible students during their first two years of postsecondary education. The tax credit covers 100% of the first \$1,000 of tuition and fees plus 50% of the second \$1,000 during the qualified period. The credit is non-refundable. The amount of tuition and fees covered by the HOPE tax credit is reduced by other grants and/or scholarships received (PELL Grant, SEOG, scholarships, etc.) Student eligibility is as follows: (1) enrolled in a degree, certificate, or other program leading to a recognized educational credential and (2) enrolled at least half-time.

Beginning on July 1, 1998, taxpayers may be eligible to claim a non-refundable Lifetime Learning Tax Credit (LLTC) against their federal income taxes. The LLTC can be claimed only for qualified tuition and fees paid after June 30, 1998. That is to say, to claim the LLTC, the tuition and fees required to be paid in order to be enrolled must be paid for classes beginning on or after July 1, 1998. (Charges and fees associated with student activities, insurance, books, equipment, transportation, etc., are not qualified expenses.)

Through 2002, the amount that may be claimed as a credit is equal to 20% of the taxpayer's first \$5,000 and after 2002, the credit amount is equal to 20% of the taxpayer's first \$10,000 of out-of-pocket qualified tuition expenses. Thus, the maximum credit a taxpayer may claim for a taxable year is \$1,000 through 2002 and \$2,000 thereafter. The credit is available for "enrollment in any course of instruction to acquire/improve a student's job skills during the calendar year."

ACADEMIC PROGRAMS

CLEVELAND COMMUNITY COLLEGE ACADEMIC PROGRAMS Strategic Vision (Statement of Purpose)

The Academic Programs Unit prepares students for successful employment and meaningful living in an increasingly technological and culturally diverse society by providing student-centered programs of study and support services. Programs of study include college transfer Associate in Arts and Associate in Science degrees; Associate in Applied Science degrees; Associate in General Education degree; technical and vocational diplomas and certificates. Support services include academic advisement, developmental support, library/media services, and instructional technology.

Academic Programs also prepares graduates for life-long learning and active participation in a global economy by providing a comprehensive core of general education enabling students to: express themselves clearly and correctly in speech and writing; read and analyze relevant literature; employ various modes of inquiry; think critically and analytically; demonstrate mathematical competency; and demonstrate computer literacy.

In addition, the Unit promotes and participates in active partnerships with business and industry; school districts; colleges and universities; community organizations; and other entities in keeping with the College Mission.

Unit Goals:

1. Lead faculty in refining the Academic Programs Plan with its emphasis on continuous evaluation of program effectiveness, instructional delivery, student progress, academic advisement, the Academic Support Center, the College Library, and media resources.
2. Lead the College in continuous refinement of the campus-wide Information Technology Plan.
3. Lead the institution in establishing the Cleveland Community College Center for Excellence in Teaching and Learning.
4. Provide leadership that promotes systems thinking to ensure a more effective Student Information System.
5. Continue staff development programs which encompass current national trends and issues which impact student learning.
6. Identify and acquire human and fiscal resources to meet student needs.
7. Continuously evaluate College/community partnerships in order to improve and expand services to students and the community.

ACADEMIC PROGRAMS

COLLEGE TRANSFER PROGRAMS

ASSOCIATE IN ARTS DEGREE

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

ASSOCIATE IN SCIENCE DEGREE

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

TECHNICAL AND GENERAL PROGRAMS

ASSOCIATE IN GENERAL EDUCATION DEGREE

ASSOCIATE IN APPLIED SCIENCE DEGREE

- Accounting (AAS)
- Associate Degree Nursing (RN) (AAS)
- Broadcasting and Production Technology (AAS)
- Business Administration (AAS)
- Business Administration - Marketing and Retailing (AAS)
- Computer Engineering Technology (AAS) Proposed for Fall, 2002
- Computer Programming (AAS)
- Criminal Justice Technology (AAS)
- Early Childhood Associate (AAS)
 - Professional Business and Management Option (AAS)
 - Professional Fundamentals Option (AAS)
- Electrical/Electronics Technology (AAS)
- Electronics Engineering Technology (AAS)
- Fire Protection Technology (AAS)
- General Occupational Technology (AAS)
- Industrial Management Technology (AAS)
- Information Systems (AAS)
- Internet Technologies (AAS) Proposed for Fall, 2002
- Mechanical Drafting Technology (AAS)
- Medical Office Administration (AAS)
- Networking Technology (AAS)
- Office Systems Technology (AAS)
- Office Systems Technology-Legal (AAS) Proposed for Fall, 2002
- Radiography (AAS)

ONE-YEAR DIPLOMA PROGRAMS

- Air Conditioning, Heating and Refrigeration Technology
- Auto Body Repair
- Broadcasting and Production Technology
- Business Administration - Marketing and Retailing
- Carpentry (Comprehensive Education Project)

Cosmetology
 Criminal Justice Technology
 Early Childhood
 Electrical/Electronics Technology
 Electronics Engineering Technology
 Industrial Maintenance Technology
 Machining Technology
 Mechanical Drafting Technology
 Office Systems Technology
 Plumbing (Comprehensive Education Project)
 Practical Nursing
 Welding Technology

CERTIFICATE PROGRAMS

Advanced Leadership
 Air Conditioning, Heating, and Refrigeration: Commercial Refrigeration
 Air Conditioning, Heating, and Refrigeration: HVAC System Design
 Air Conditioning, Heating, and Refrigeration: Heating Systems
 Auto Body Repair
 Basic Child Care
 Basic Electronics
 Basic Law Enforcement Training
 Broadcasting and Production
 Business Administration
 Business Administration - Marketing and Retailing
 Business Presentation
 Carpentry
 Child Care Administration
 Cosmetology
 Crime Scene Investigator
 Criminal Justice
 Database Management
 Digital Electronics
 Electrical
 Industrial Electronics
 Industrial Fire Safety Specialist
 Infant and Toddler
 Internet Administration
 Machining Technology
 Mechanical Drafting
 Medical Office Administration - Basic
 Medical Office Administration - Intermediate
 Network Administration
 Office Systems Technology - Basic
 Office Systems Technology - Intermediate
 Phlebotomy
 Plumbing
 Real Estate
 School-Age Children
 Spreadsheet Management
 Technical Support
 Welding

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



DEVELOPMENTAL COURSES

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

Developmental courses 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 not computed with other courses except that they must be passed with a grade of "C" or higher 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

Cleveland Community College offers seventeen (17) college transfer programs: two general studies programs and fifteen (15) pre-majors. These programs provide the first two years of a four-year baccalaureate degree. The Associate in Arts Degree is a general studies program designed for students who are uncertain of their major but intend to pursue a Bachelor of Arts Degree. The Associate in Science is a general studies program designed for students who are uncertain of their major but intend to pursue a Bachelor of Science Degree. Cleveland Community College also offers fifteen (15) pre-majors in the Associate of Arts and Associate of Science degrees. If a student completes a pre-major and meets the criteria of the state wide Comprehensive Articulation Agreement, the student may transfer to the receiving institution as a junior in the major.

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.



COLLEGE TRANSFER PROGRAMS

ASSOCIATE IN ARTS

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1
A. Composition					
ENG	111	Expository Writing	3	0	3
ENG	112	Argument-Based Research	3	0	3
		or			
ENG	113	Literature-Based Research	3	0	3
B. Humanities/Fine Arts					
COM	231	Public Speaking	3	0	3
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

Select three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab course.

			HOURS		
			CLASS	LAB	CREDIT
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	111	Eastern Religions	3	0	3
REL	112	Western 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	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:

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

HOURS
CLASS LAB CREDIT

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	3	0	3
CIS	110	Introduction to Computers	2	2	3

II. Select 20 hours from the following (one course must be a physical education course).

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 132; ART 171; ART 240; ART 241; ART 271; ART 288; BIO 120; BIO 130; BUS 110; CHM 151; CHM 152; 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 121; HIS 122; HIS 131; HIS 132; HIS 228; HIS 229; HUM 120; HUM 122; HUM 170; HUM 211; MAT 140; MAT 140A; MAT 141; MAT 142; MAT 151; MAT 151A; MAT 162; MAT 171; MAT 171A; MAT 172; MAT 172A; 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 122; PED 123; 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: 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)

Students seeking a degree must earn a grade of “C” or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1
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
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

	HOURS			
CLASS	LAB	CREDIT		

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

II. Major Courses

ART 121	Design I	0	6	3
ART 122	Design II	0	6	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

Choose two Art elective courses from the following:

ART 116	Survey of American Art	3	0	3
ART 171	Computer Art	0	6	3
ART 240	Painting I	0	6	3

III. Physical Education

Select two of the following courses (or another approved college transfer course):

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115; PED 116;
 PED 117; PED 118; PED 119; PED 122; PED 123; 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: 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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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Select one 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	111	Eastern Religions	3	0	3
REL	112	Western 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 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

			HOURS		
			CLASS	LAB	CREDIT
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	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

MAT	171	Precalculus Algebra	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
MAT	271	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
MAT	151A	Statistics Lab	0	2	1

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

Highly Recommended:

ACA 115 Success and Study Skills

			HOURS		
			CLASS	LAB	CREDIT
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 course from the following:					
ART	111	Art Appreciation	3	0	3
MUS	110	Music Appreciation	3	0	3
Select three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab 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

			HOURS		
			CLASS	LAB	CREDIT
REL	110	World Religions	3	0	3
REL	111	Eastern Religions	3	0	3
REL	112	Western 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	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	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

			HOURS		
			CLASS	LAB	CREDIT
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 I Lab	0	2	1
SOC	225	Social Diversity	3	0	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

Highly Recommended:

ACA 115 Success and Study Skills

HOURS		
CLASS	LAB	CREDIT

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
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Select two of the following courses:

ART 111	Art Appreciation	3	0	3
MUS 110	Music Appreciation	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	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 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3

			HOURS		
			CLASS	LAB	CREDIT
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 I	3	0	3
MAT	151A	Statistics I 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: 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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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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 three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab course.

			HOURS		
			CLASS	LAB	CREDIT
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	111	Eastern Religions	3	0	3
REL	110	Western Religions	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
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 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
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	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

			HOURS		
			CLASS	LAB	CREDIT
E. Mathematics and Computer Science					
CIS	110	Introduction to Computers	2	2	3
MAT	161	College Algebra	3	0	3

II. Other Required Hours

Choose 20 semester hours (one of which should be physical education) of "Other Required Hours." Pre-education students in Elementary Education, Middle Grades Education, and Special Education should 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. To be consistent with NC licensure areas, Middle Grades Education students should select courses from up to two (2) of the following areas: Social Sciences, English, Mathematics, Sciences. (Note: UNC-Asheville students major in an academic area and the selected 20 hours should be in keeping with the 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 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	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

		HOURS			
		CLASS	LAB	CREDIT	
Select 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 I Lab	0	2	1
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
MAT	175	Precalculus	4	0	4
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4

Physical Education

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 122; PED 123;
 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: 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-ENGLISH (AA)

Students seeking a degree must earn a grade of “C” or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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Select one of the following courses:

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

Select three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab course listed under “Other Required Hours.”

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

			HOURS		
			CLASS	LAB	CREDIT
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

E. Mathematics and Computer Science

MAT	161	College Algebra	3	0	3
CIS	110	Introduction to Computers	2	2	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 four hours of the following (or other approved courses):

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115; PED 116; PED 117; PED 118; PED 119; PED 122; PED 123; 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 SPA 181; SPA 182; SPA 281; SPA 282

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 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-ENGLISH EDUCATION (AA)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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Select one of the following courses:

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

Select three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab 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

			HOURS		
			CLASS	LAB	CREDIT

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
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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

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	212	Intermediate Spanish II	3	0	3

	HOURS		
	CLASS	LAB	CREDIT

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

Select one hour from the following:

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 122; PED 123;
 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: 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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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Select one of the following courses:

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

Select three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab 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

	HOURS		
	CLASS	LAB	CREDIT

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
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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 I Lab	0	2	1
or				
MAT 161	College Algebra	3	0	3

		HOURS		
		CLASS	LAB	CREDIT

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	2	2	3
HEA	110	Personal Health/Wellness	3	0	3
HEA	111	First Aid and Safety	1	2	2
HEA	120	Community Health	3	0	3

Select three hours from the following (or three other approved hours, one of which should be physical education):

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115;
 PED 116; PED 117; PED 118; PED 119; PED 122; PED 123;
 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-HISTORY (AA)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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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

		HOURS		
		CLASS	LAB	CREDIT

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

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 three 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 122; PED 123; 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

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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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C. Select one 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 three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab 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

			HOURS		
			CLASS	LAB	CREDIT
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

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

			HOURS		
			CLASS	LAB	CREDIT
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 three hours of the following physical education courses or another approved college transfer course.

PED 110; PED 111; PED 112; PED 113; PED 114; PED 115; PED 116; PED 117; PED 118; PED 119; PED 122; PED 123; 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

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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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Select one of the following courses:

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

Select three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab 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

			HOURS		
			CLASS	LAB	CREDIT
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	2	2	3

		HOURS		
		CLASS	LAB	CREDIT

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 hour 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 122; PED 123; 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

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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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Select one 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 three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab 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

			HOURS		
			CLASS	LAB	CREDIT
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 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

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

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
PSY	239	Psychology of Personality	3	0	3
SOC	213	Sociology of the Family	3	0	3
SOC	220	Social Problems	3	0	3

III. Select one hour 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 122; PED 123; 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

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)

Students seeking a degree must earn a grade of “C” or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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Select one 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 three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab course.

SPA	111	Elementary Spanish I	3	0	3
SPA	181	Spanish Lab I	0	2	1

			HOURS		
			CLASS	LAB	CREDIT
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 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

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

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

			HOURS		
			CLASS	LAB	CREDIT
ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	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 122; PED 123; 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

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

ASSOCIATE IN SCIENCE DEGREE

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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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

Select three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab 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

			HOURS		
			CLASS	LAB	CREDIT
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

			HOURS		
			CLASS	LAB	CREDIT
E. Mathematics and Computer Science					
MAT	171	Precalculus Algebra	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
CIS	110	Intro to Computers	2	2	3

II. Other Required Hours

Select 14 hours from the following courses:

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
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
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 I Lab	0	2	1
MAT	162	College Trigonometry	3	0	3
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
MAT	175	Precalculus	4	0	4
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4

III. Other Electives

Select 4 hours from the following courses, one of which should be a physical education course.

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 171; ART 132; ART 240; ART 241; ART 271; ART 288; BIO 120; BIO 130; BUS 110; CHM 151; CHM 152; 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 121; HIS 122; HIS 131; HIS 132; HIS 228; HIS 229; HUM 120; HUM 122; HUM 170; HUM 211;

MAT 140; MAT 140A; MAT 141; MAT 142; MAT 151; MAT 151A;
MAT 162; MAT 172; MAT 172A; 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 122; PED 123;
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

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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

Highly Recommended

ACA 115 Success and Study Skills

		HOURS		
CLASS	LAB	CREDIT		

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
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Select at least one course from the following:

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

Select three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab 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 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3

			HOURS		
			CLASS	LAB	CREDIT
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 four courses from the following: (One course must be PSY 150 and 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
PSY	150	General Psychology	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

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
MAT	171A	Precalculus Algebra Lab	0	2	1

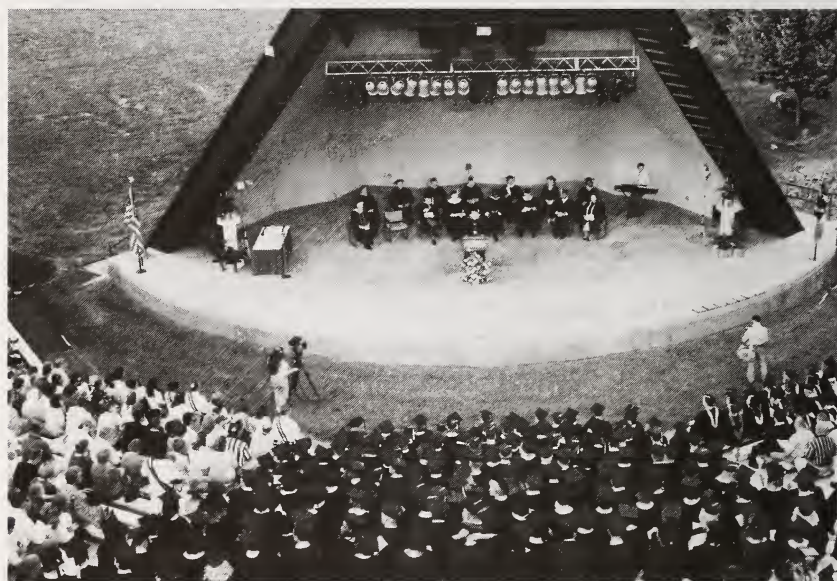
II. Other Required Courses

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

			HOURS		
			CLASS	LAB	CREDIT
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: 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)

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

Students are encouraged to complete the two-year degree at Cleveland Community College before transferring to the four-year college. In all instances, college transfer students should complete the General Education Core before transferring, as recommended by the State University System of North Carolina.

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

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
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Select one of the following courses:

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

Select three hours from the following. The College recommends that students who select Spanish should also enroll for an appropriate Spanish lab 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

			HOURS		
			CLASS	LAB	CREDIT

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

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
CIS	110	Introduction to Computers	2	2	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 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.

TECHNICAL AND GENERAL PROGRAMS

ASSOCIATE IN GENERAL EDUCATION DEGREE

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation: ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

I. Core Program

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

A. Composition

ENG	111	Expository Writing	3	0	3
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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
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Select at least three 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
PHI	210	History of Philosophy	3	0	3
REL	110	World Religions	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
REL	221	Religion in America	3	0	3

			HOURS		
			CLASS	LAB	CREDIT
Select one of the following sequences (or other approved hours).					
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

C. Social Sciences

Select four 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
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
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	243	Child Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
SOC	220	Social Problems	3	0	3
SOC	225	Social Diversity	3	0	3

II. Natural Sciences/Mathematics

Select one mathematics course and 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	140A	Survey of Mathematics Lab	0	2	1
MAT	141	Math I for Teachers/K-9	3	0	3

			HOURS		
			CLASS	LAB	CREDIT
MAT	142	Math II for Teachers/K-9	3	0	3
MAT	151	Statistics I	3	0	3
MAT	151A	Statistics I Lab	0	2	1
MAT	161	College Algebra	3	0	3
MAT	162	College Trigonometry	3	0	3
MAT	171	Precalculus Algebra	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry	0	2	1
MAT	175	Precalculus	4	0	4
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4

III. Other Required Hours

CIS	110	Introduction to Computers	2	2	3
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IV. 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 122; PED 123; 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

V. Select 19 hours from the following:

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 171; ART 132; ART 240; ART 241; ART 271; 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 121; HIS 122; HIS 131; HIS 132; HIS 228; HIS 229; HUM 120; HUM 122; HUM 170; HUM 211; MAT 140; MAT 140A; MAT 141; MAT 142; MAT 151; MAT 151A; MAT 162; MAT 171; MAT 171A; MAT 172; MAT 172A; 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 122; PED 123; 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: 65

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN ACCOUNTING (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
ACC 120	4	ACA 115	1
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		
ACC 129	3	Humanities/Fine Arts: Select one	
ECO 251	3	ART 111	3
CIS 110	3	ENG 231	3
ACC 269	3	ENG 232	3
BUS 121	3	ENG 233	3
BUS 225	3	ENG 241	3
ECO 252	3	ENG 242	3
ACC 149	2	HUM 122	3
ACC 150	2	HUM 170	3
CIS 120	3	HUM 211	3
		MUS 110	3
Total Major Hours: 50		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: 19	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69

ASSOCIATE IN APPLIED SCIENCE DEGREE IN ACCOUNTING (AAS)

Suggested Sequence of Courses

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
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	<u>0</u>	<u>2</u>	<u>1</u>	
		<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	<u>2</u>	<u>2</u>	<u>3</u>	
		<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	1	2	2	
COM 231	Public Speaking	3	0	3	
	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>	
		<u>16</u>	<u>4</u>	<u>18</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	<u>3</u>	<u>0</u>	<u>3</u>	
		<u>16</u>	<u>4</u>	<u>18</u>	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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 in a variety of settings throughout the lifespan.

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

ADMISSION AND PROGRAM REQUIREMENTS

Nursing 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; examples: 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 consist of reading, English/writing skills, numerical skills and algebra (4 tests).
6. Complete all developmental courses required as a result of placement test results with a grade of "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 these 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, with a grade of "C." Prerequisite courses are not accepted from the Adult High School Diploma Program unless the student is a graduate of the program.

The student is 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 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 from 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 into 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 consist 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 "C" or higher.
6. 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 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 with a grade of "C."

*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 (for 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.

The student is 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 the student is 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 the student is eligible, applicants will be notified of when and where to register for the nursing transition course (NUR 189). Health forms will be provided with notification to register for NUR 189.
16. LPN's must complete the nursing role transition course NUR 189 with a grade of "C" or above prior to summer admission. Anatomy and Physiology II may be taken with NUR 189.
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 from the physical and emotional examinations. NUR 189 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, and 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 on the basis of 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 of intent to transfer (by the student) to the ADN Director and Admissions Director of the desired college.
3. Submission of transcripts from former nursing program(s) and other postsecondary work for which the student requests transfer credit.

4. Transcripts are evaluated by the designated individual at the institution and the ADN Director to 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.

PROGRAM GOALS:

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.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; and CIS 110, Introduction to Computers (or another approved computer course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

**FOOTHILLS NURSING CONSORTIUM -
CURRICULUM PLAN ASSOCIATE IN
APPLIED SCIENCE DEGREE IN ASSOCIATE DEGREE
NURSING (AAS), REGISTERED NURSING (T059)**

Cleveland Community College

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
NUR 115	5	ACA 115	1
NUR 125	8	Communications:	
NUR 135	9	ENG 111	3
NUR 185	5	ENG 113	3
NUR 235	10		
NUR 117	2	Humanities:	
NUR 133	3	HUM 211	3
NUR 233	2		
NUR 244	2	Social/Behavioral Sciences	
BIO 155	3	PSY 150	3
or		PSY 241	3
NUR 189 (LPN's only)	2		
Total Major Hours: 48-49		Natural Science	
		BIO 165	4
		BIO 166	4
		BIO 175	3

Total General Education Hours: 27

TOTAL REQUIRED SEMESTER HOURS: 75-76

FOOTHILLS NURSING CONSORTIUM - CURRICULUM PLAN ASSOCIATE IN APPLIED SCIENCE DEGREE IN ASSOCIATE DEGREE NURSING (AAS), REGISTERED NURSING

Suggested Sequence of Courses

FIRST LEVEL			Hours Per Week			
FALL SEMESTER			Class	Lab	Clinical	Credit
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 (11)</u>	<u>9 (12)</u>	<u>9</u>	<u>16 (18)</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: 75-76

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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.

Students seeking a degree must earn a grade of “C” or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN BROADCASTING AND PRODUCTION TECHNOLOGY (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
BPT 110	3	ACA 115	1
BPT 111	3	Communications:	
BPT 112	4	ENG 111	3
BPT 113	3	COM 231	3
BPT 140	2	ENG 112	3
BPT 231	4	or	
BPT 255	3	ENG 113	3
BPT 232	4		
BPT 250	3	Humanities/Fine Arts: Select one	
BPT 235	2	ART 111	3
BPT 236	2	ENG 231	3
BPT 220	3	ENG 232	3
BUS 115	3	ENG 241	3
CIS 110	3	ENG 242	3
CIS 164	3	HUM 122	3
BPT 196	1	HUM 170	3
SOC 210	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	
		PSY 150	3
		Natural Science/Mathematics	
		MAT 161	3
		or	
		MAT 140	3
		MAT 140A	1
		Total General Education Hours: 19-20	

Total Major Hours: 49

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68-69

ASSOCIATE IN APPLIED SCIENCE DEGREE IN BROADCASTING AND PRODUCTION TECHNOLOGY (AAS)

Suggested Sequence of Courses

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
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
			<u>16</u>	<u>4</u>	<u>18</u>
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 or	3	0	3
ENG	113	Literature-Based Research	3	0	3
			<u>12</u>	<u>2</u>	<u>13</u>
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 Humanities/Fine Arts Elective	3	0	3
			<u>9</u>	<u>9</u>	<u>12</u>
SECOND YEAR					
FALL SEMESTER					
BPT	231	Video/TV Production I	2	6	4
COM	231	Public Speaking	3	0	3
MAT	161	College Algebra or	3	0	3
		or			
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
			<u>8</u>	<u>6-8</u>	<u>10-11</u>

SPRING SEMESTER

BPT	232	Video/TV Production II	2	6	4
BPT	250	Institutional Video	2	3	3
CIS	164	DTP Layout and Design	2	2	3
BPT	236	TV Performance II (8 wks)	0	6	2
SOC	210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>3</u>
			9	17	15

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68-69

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education	Credit Hours
ACC 120	4	Courses	
BUS 115	3	ACA 115	1
BUS 137	3	Communications:	
MKT 120	3	ENG 111	3
ECO 251	3	COM 231	3
BUS 121	3	ENG 112 or ENG 113	3
BUS 260	3		
ECO 252	3	Humanities/Fine Arts: Select one	
BUS 110	3	ART 111	3
ACC 121	4	ENG 231	3
BUS 116	3	ENG 232	3
BUS 153	3	ENG 233	3
BUS 225	3	ENG 241	3
BUS 253	3	ENG 242	3
CIS 120	3	HUM 122	3
CIS 110	3	HUM 170	3
or		HUM 211	3
OST 137	2	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
		or	
		MAT 140 and	3
		MAT 140A	1
		Total General	
		Education Hours: 19-20	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68-70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION (AAS)

Suggested Sequence of Courses

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
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	
		<u>14</u>	<u>4</u>	<u>16</u>	
SPRING SEMESTER					
ENG 112	Argument-Based Research	3	0	3	
or					
ENG 113	Literature-Based Research	3	0	3	
BUS 116	Business Law 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	
or					
OST 137	Office Software App	1	2	2	
MKT 120	Principles of Marketing	3	0	3	
MAT 161	College Algebra	3	0	3	
or					
MAT 140	Survey of Mathematics	3	0	3	
MAT 140A	Survey of Mathematics Lab	0	2	1	
		<u>16-17</u>	<u>4</u>	<u>17-19</u>	
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	
		<u>17</u>	<u>4</u>	<u>19</u>	
SPRING SEMESTER					
ACC 121	Principles of Accounting II	3	0	4	
ECO 252	Principles of Macroeconomics	3	2	3	
BUS 225	Business Finance	2	0	3	
BUS 153	Human Resource Management	3	0	3	
	Humanities Elective	3	0	3	
		<u>14</u>	<u>2</u>	<u>16</u>	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68-70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION - MARKETING AND RETAILING (AAS)

Marketing and Retailing, a concentration under the curriculum title of Business Administration, 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.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION - MARKETING AND RETAILING (AAS)

Course and Hour Requirements

Major Courses	CreditHours	General Education Courses	Credit Hours
ACC 120	4	ACA 115	1
BUS 115	3	Communications:	
BUS 137	3	ENG 111	3
MKT 120	3	COM 231	3
ECO 251	3	ENG 112 or ENG 113	3
MKT 122	3	Humanities/Fine Arts: Select one	
MKT 123	3	ART 111	3
MKT 220	3	ENG 231	3
MKT 225	3	ENG 232	3
CIS 110	3	ENG 233	3
or		ENG 241	3
OST 137	2	ENG 242	3
CIS 120	3	HUM 122	3
OST 286	3	HUM 170	3
MKT 125	3	HUM 211	3
BUS 280	4	MUS 110	3
Select one:		PHI 210	3
MKT 226	3	PHI 240	3
MKT 227	3	REL 211	3
Select one:		REL 212	3
BUS 260	3	REL 221	3
BUS 240	3	Social/Behavioral Science: Select one	
Total Major Hours: 49-50		PSY 150	3
		SOC 210	3
		Natural Science/Mathematics: Select one	
		MAT 161	3
		or	
		MAT 140 and	3
		MAT 140A	1
		Total General Education Hours: 19-20	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68-70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION - MARKETING AND RETAILING (AAS)

Suggested Sequence of Courses

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
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
			<u>15</u>	<u>2</u>	<u>16</u>
SPRING SEMESTER					
BUS	137	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	2	2	3
		or			
OST	137	Office Software App.	1	2	2
COM	231	Public Speaking	3	0	3
			<u>16-17</u>	<u>2</u>	<u>17-18</u>
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
MAT	161	College Algebra	3	0	3
		or			
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
			<u>15</u>	<u>4</u>	<u>16-17</u>

SPRING SEMESTER

MKT	225	Marketing Research	3	0	3
OST	286	Professional Development	3	0	3
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
			<u>18</u>	<u>2</u>	<u>19</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68-70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN COMPUTER PROGRAMMING (AAS)

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and application of 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/analysis personnel, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Students seeking a degree must earn a grade of "C" or higher on the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN COMPUTER PROGRAMMING (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
CIS 110	3	ACA 115	1
CIS 115	3	Communications:	
CIS 152	3	ENG 111	3
NET 110	3	COM 231	3
CIS 130	3	ENG 112	3
CSC 139	3	Humanities/Fine Arts: Select one	
CSC 138*	3	ART 111	3
CSC 239	3	ENG 231	3
CSC 238*	3	ENG 232	3
CIS 153	3	ENG 233	3
CIS 120	3	ENG 241	3
CIS 220	2	ENG 242	3
CSC 141	3	HUM 122	3
CSC 248	3	HUM 170	3
Choose 12 hours of major electives:		MUS 110	3
CIS 172	3	HUM 211	3
OST 286	3	PHI 210	3
CIS 145	3	PHI 240	3
CIS 217	3	REL 211	3
CSC 241	3	REL 212	3
		REL 221	3
Total Major Hours: 53		Social/Behavioral Science: Select one	
		PSY 150	3
		SOC 210	3
		Natural Science/Mathematics	
		MAT 161	3
		Total General Education Hours: 19	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 72

*These courses should be taken at Isothermal Community College (or equivalent institution.)

ASSOCIATE IN APPLIED SCIENCE DEGREE IN COMPUTER PROGRAMMING (AAS)

Suggested Sequence of Courses

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
ACA	115	Success and Study Skills	0	2	1
NET	110	Data Communications/Networking	2	2	3
PSY	150	General Psychology	3	0	3
Or					
SOC	210	Introduction to Sociology	3	0	3
			10	6	13
SPRING SEMESTER					
ENG	112	Argument-Based Research	3	0	3
CIS	120	Spreadsheet I	2	2	3
CIS	152	Database Concepts & Apps	2	2	3
CIS	115	Intro to Prog & Logic	2	2	3
CIS	130	Survey of Operating Systems	2	3	3
			11	9	15
SUMMER TERM					
CIS	220	Spreadsheets II	1	2	2
CIS	153	Database Applications	2	2	3
MAT	161	College Algebra	3	0	3
COM	231	Public Speaking	3	0	3
		Humanities/Fine Arts Elective	3	0	3
			12	4	14
SECOND YEAR					
FALL SEMESTER					
CSC	138*	RPG Programming	2	3	3
CSC	139	Visual BASIC Programming	2	3	3
CSC	141	Visual C++ Programming	2	3	3
		Major Elective			3
		Major Elective			3
					15
SPRING SEMESTER					
CSC	238*	Advanced RPG	2	3	3
CSC	239	Advanced Visual BASIC	2	3	3
CSC	248	Adv Internet Progr	2	3	3
		Major Elective			3
		Major Elective			3
					15

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 72

*These courses should be taken at Isothermal Community College (or equivalent institution).

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN CRIMINAL JUSTICE TECHNOLOGY (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
CJC 111	3	ACA 115	1
CJC 112	3	Communications:	
CJC 113	3	ENG 111	3
CJC 121	3	ENG 112 or ENG 113	3
CJC 131	3	COM 231	3
CJC 132	3		
CJC 141	3	Humanities/Fine Arts: Select one	
CJC 212	3	ART 111	3
CJC 221	4	ENG 231	3
CJC 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
*Choose 9 hours from the following:			
CJC 214	3		
CJC 215	3		
CJC 151	3		
CJC 211	3		
CJC 222	3		
CJC 225	3		
CJC 213	3		
CJC 232	3		
CJC 191	1		
COE 111	1		
		Social/Behavioral Science	
		POL 120	3
		SOC 210	3
		SOC 213	3
		PSY 150	3
		Natural Science/Mathematics	
		CIS 110	3
		CIS 115	3
		MAT 161	3

Total Major Hours: 40

*Nine hours of course credit will be given for successful completion of the BLET program (CJC 100). The BLET course will not, however, transfer on to a four-year college or university.

**Total General
Education Hours: 34**

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 74

ASSOCIATE IN APPLIED SCIENCE DEGREE IN CRIMINAL JUSTICE TECHNOLOGY (AAS)

Suggested Sequence of Courses

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
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
POL	120	American Government	3	0	3
			<u>18</u>	<u>2</u>	<u>19</u>
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
SOC	213	Sociology of the Family	3	0	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
			<u>21</u>	<u>0</u>	<u>21</u>
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
CIS	110	Intro to Computers	2	2	3
		Humanities/Fine Arts	3	0	3
			<u>14</u>	<u>4</u>	<u>16</u>
SPRING SEMESTER					
CIS	115	Intro to Program & Logic	2	2	3
CJC	231	Constitutional Law	3	0	3
COM	231	Public Speaking	3	0	3
			Choose 9 additional hours from selection under "Major Courses"		
			<u>9</u>		
			18		

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 74

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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 learn to 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.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

**ASSOCIATE IN APPLIED SCIENCE DEGREE IN
EARLY CHILDHOOD ASSOCIATE
PROFESSIONAL BUSINESS AND
MANAGEMENT OPTION (AAS)**

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
COE 111	1	ACA 115	1
EDU 131	3	Communications:	
EDU 146	3	ENG 111	3
EDU 221	3	ENG 112 or ENG 113	3
EDU 111	2	COM 231	3
EDU 144	3		
EDU 145	3	Humanities/Fine Arts:	
EDU 151	3	Select one	
EDU 153	3	ART 111	3
EDU 251	3	ENG 231	3
EDU 259	3	ENG 232	3
EDU 261	2	ENG 233	3
CIS 110	3	ENG 241	3
HEA 111	2	ENG 242	3
		HUM 122	3
Choose One:		HUM 170	3
EDU 112	2	HUM 211	3
EDU 113	2	MUS 110	3
		PHI 210	3
Choose 2-3 hours of major electives:		PHI 240	3
ASL 111	3	REL 211	3
COE 115	1	REL 212	3
EDU 119	4	REL 221	3
EDU 185	3		
EDU 234	3	Social/Behavioral Science	
EDU 235	2	SOC 210	3
EDU 262	3		
EDU 282	3	Natural Science/Mathematics:	
		Select one	
Prof. Business and Management Option		MAT 161	3
BUS 137	3	or	
BUS 110	3	MAT 140 and	3
ACC 120	4	MAT 140A	1

Total Major Hours: 51-52

**Total General
Education Hours: 19-20**

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70-72

**ASSOCIATE IN APPLIED SCIENCE DEGREE IN
EARLY CHILDHOOD ASSOCIATE
PROFESSIONAL BUSINESS AND MANAGEMENT OPTION (AAS)**

Suggested Sequence of Courses

			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
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
EDU	151	Creative Activities	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
EDU	251	Exploration Activities	3	0	3
EDU	261	Early Childhood Admin I	2	0	2
SOC	210	Introduction to Sociology	3	0	3
			<u>17</u>	<u>2</u>	<u>18</u>
SPRING SEMESTER					
BUS	137	Principles of Management	3	0	3
COE	111	Co-op Work Experience I	0	10	1
EDU	259	Curriculum Planning	3	0	3
HEA	111	First Aid and Safety	1	2	2
MAT	140	Survey of Math	3	0	3
MAT	140A	Survey of Math Lab	0	2	1
or					
MAT	161	College Algebra	3	0	3
				0	3
				<u>2-3</u>	
			17-19		

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70-72

ASSOCIATE IN APPLIED SCIENCE DEGREE IN EARLY CHILDHOOD ASSOCIATE PROFESSIONAL FUNDAMENTALS OPTION (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
COE 111	1	ACA 115	1
EDU 131	3	Communications:	
EDU 146	3	ENG 111	3
EDU 221	3	ENG 112 or ENG 113	3
EDU 111	2	COM 231	3
EDU 144	3		
EDU 145	3	Humanities/Fine Arts: Select one	
EDU 151	3	ART 111	3
EDU 153	3	ENG 231	3
EDU 251	3	ENG 232	3
EDU 259	3	ENG 233	3
EDU 261	2	ENG 241	3
CIS 110	3	ENG 242	3
HEA 111	2	HUM 122	3
		HUM 170	3
Choose One:		HUM 211	3
EDU 112	2	MUS 110	3
EDU 113	2	PHI 210	3
		PHI 240	3
Choose 2-3 hours of major electives:		REL 211	3
ASL 111	3	REL 212	3
COE 115	1	REL 221	3
EDU 119	4		
EDU 185	3	Social/Behavioral Science	
EDU 234	3	SOC 210	3
EDU 235	2		
EDU 262	3	Natural Science/Mathematics: Select One	
EDU 282	3	MAT 161	3
		or	
Prof. Fundamentals Option		MAT 140 and	3
PSY 243	3	MAT 140A	1
PSY 150	3		
SOC 213	3		
		Total General Education Hours: 19-20	
Total Major Hours: 50-51			

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69-71

**ASSOCIATE IN APPLIED SCIENCE DEGREE IN
EARLY CHILDHOOD ASSOCIATE
PROFESSIONAL FUNDAMENTALS OPTION (AAS)**

Suggested Sequence of Courses

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
		<u>17</u>	<u>2</u>	<u>18</u>

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
PSY 243	Child Psychology	3	0	3
ENG 112	Argument-Based Research	3	0	3
or				
ENG 113	Literature-Based Research	3	0	3
MAT 140	Survey of Math	3	0	3
MAT 140A	Survey of Math Lab	0	2	1
or				
MAT 161	College Algebra	3	0	3
		<u>17</u>	<u>2</u>	<u>17-18</u>

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
EDU 261	Early Childhood Admin I	2	0	2
SOC 210	Intro to Sociology	3	0	3
		<u>16</u>	<u>2</u>	<u>17</u>

SPRING SEMESTER

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 Elective	3	0	3
	Major Elective			<u>2-3</u>
				<u>17-18</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69-71

ASSOCIATE IN APPLIED SCIENCE DEGREE IN ELECTRICAL/ELECTRONICS TECHNOLOGY (AAS)

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 needs require.

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

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN ELECTRICAL/ELECTRONICS TECHNOLOGY (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education	Credit Hours
ELC 112	5	Courses:	
ELC 113	4	ACA 115	1
ELC 117	4	Communications:	
ELC 114	4	COM 231	3
ELN 131	4	ENG 111	3
ELC 115	4	ENG 112	3
ELN 133	4	OR	
ELC 128	3	ENG 113	3
ELC 118	2		
ELC 119	2	Humanities/Fine Arts: Select One	
ELN 150	2	ART 111	3
ELN 232	4	ENG 231	3
ELN 229	4	ENG 232	3
CIS 110	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	
		MAT 161	3
		Total General	
		Education Hours: 19	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

ASSOCIATE IN APPLIED SCIENCE DEGREE IN ELECTRICAL/ELECTRONICS TECHNOLOGY

Suggested Sequence of Courses

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
ACA	115	Success and Study Skills	0	2	1
ELC	112	DC/AC Electricity	3	6	5
ELC	113	Basic Wiring I	2	6	4
ELN	133	Digital Electronics	3	3	4
			<u>8</u>	<u>15</u>	<u>14</u>
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
ELN	131	Electronic Devices	3	3	4
			<u>9</u>	<u>21</u>	<u>16</u>
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	1	2	2
			<u>4</u>	<u>7</u>	<u>7</u>
SECOND YEAR					
FALL SEMESTER					
ELN	232	Intro to Microprocessors	3	3	4
ENG	111	Expository Writing	3	0	3
MAT	161	College Algebra	3	0	3
			<u>9</u>	<u>3</u>	<u>10</u>
SPRING SEMESTER					
ELN	229	Industrial Electronics	2	4	4
COM	231	Public Speaking	3	0	3
CIS	110	Introduction to Computers	2	2	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
			<u>10</u>	<u>6</u>	<u>13</u>
SUMMER TERM					
ELN	150	CAD for Electronics	1	3	2
PSY	150	General Psychology	3	0	3
or					
SOC	210	Introduction to Sociology	3	0	3
		Humanities/Fine Art Selection	3	0	3
			<u>7</u>	<u>3</u>	<u>8</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

ASSOCIATE IN APPLIED SCIENCE DEGREE IN ELECTRONICS ENGINEERING TECHNOLOGY (AAS)

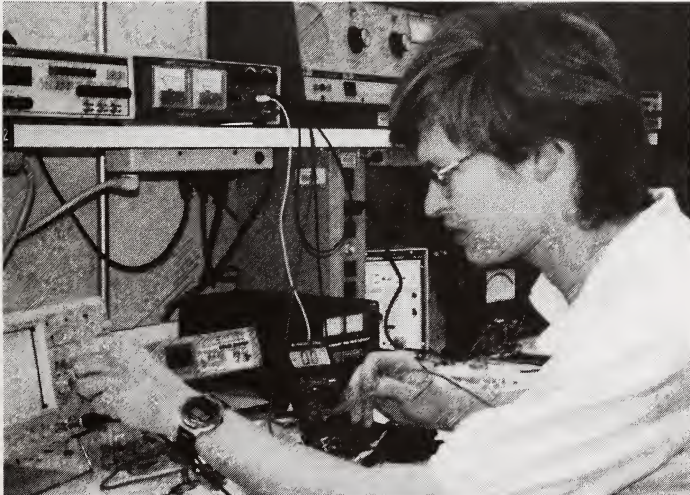
The Electronic Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication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

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures that 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.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.



ASSOCIATE IN APPLIED SCIENCE DEGREE IN ELECTRONICS ENGINEERING TECHNOLOGY (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
ELC 131	5	ACA 115	1
ELN 131	4	Communications:	
ELN 132	4	ENG 111	3
ELN 133	4	ENG 112	3
ELN 232	4	or	
MAT 162	3	ENG 113	3
PHY 131	4	COM 231	3
ELN 150	2		
ELN 231	3	Humanities/Fine Arts: Select one	
ELN 233	4	ART 111	3
ELC 128	3	ENG 231	3
ELN 135	3	ENG 232	3
EGR 285	2	ENG 233	3
ELN 229	4	ENG 241	3
CIS 110	3	ENG 242	3
CIS 215	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	
		PSY 150	3
		Natural Science/Mathematics	
		MAT 161	3
		Total General Education Hours: 19	
Total Major Hours: 55			

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 74

ASSOCIATE IN APPLIED SCIENCE DEGREE IN ELECTRONICS ENGINEERING TECHNOLOGY (AAS)

Suggested Sequence of Courses

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
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
or					
ENG	113	Literature-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	231	Industrial Controls	2	3	3
PHY	131	Physics-Mechanics	3	2	4
CIS	215	Hardware Installation/Main	2	3	3
			13	14	18
SPRING SEMESTER					
COM	231	Public Speaking	3	0	3
ELN	135	Electronic Circuits	2	3	3
ELN	229	Industrial Electronics	2	4	4
ELC	128	Intro to PLC	2	3	3
			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

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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 experiences 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 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.

Students seeking a degree must earn a grade of “C” or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN FIRE PROTECTION TECHNOLOGY (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
FIP 120	2*	ACA 115	1
FIP 124	3	Communications:	
FIP 128	3	ENG 111	3
FIP 230	5	ENG 112	3
FIP 220	3	COM 231	3
FIP 132	3		
FIP 140	2*	Humanities/Fine Arts: Select one	
FIP 152	2*	ART 111	3
FIP 136	3	ENG 231	3
FIP 276	3	ENG 232	3
FIP 232	3	ENG 233	3
FIP 144	3*	ENG 241	3
		ENG 242	3
Select 6 hours:		HUM 122	3
FIP 164	2*	HUM 170	3
FIP 221	3	HUM 211	3
FIP 231	5	MUS 110	3
FIP 256	2*	PHI 210	3
FIP 260	3	PHI 240	3
FIP 236	2	REL 211	3
COE 111	1	REL 212	3
		REL 221	3
Total Major Hours: 41		Social/Behavioral Science	
		PSY 150	3
		POL 120	3
		Natural Science/Mathematics	
		CIS 110	3
		MAT 161	3
		Choose one of the following:	
		CHM 121 & CHM 121A	4
		CHM 151	4
		PHY 151	4

*Hours may be increased by 1 at state-level.

**Total General
Education Hours: 29**

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN FIRE PROTECTION TECHNOLOGY (AAS)

Suggested Sequence of Courses

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
			<u>15</u>	<u>4</u>	<u>17</u>
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
CIS	110	Introduction to Computers	2	2	3
ENG	112	Argument-Based Research	3	0	3
PSY	150	General Psychology	3	0	3
			<u>19</u>	<u>2</u>	<u>20</u>
SECOND YEAR					
FALL SEMESTER					
FIP	136	Inspection and Codes	3	0	3
FIP	152	Fire Protection Law	2	0	2
FIP	232	Hydraulics & Water Distribution	2	2	3
Choose one:					
CHM	121	Foundations of Chemistry	3	0	3
CHM	121A	Foundations of Chemistry Lab	0	2	1
or					
CHM	151	General Chemistry I	3	3	4
or					
PHY	151	College Physics I	3	2	4

			HOURS		
			CLASS	LAB	CREDIT

Select 6 hours:

FIP	164	OSHA Standards	2	0	2
FIP	221	Adv Fire Fighting Strategies	3	0	3
FIP	231	Chemistry of Hazardous Materials II	4	2	5
FIP	256	Municipal Public Relations	2	0	2
FIP	260	Fire Protection Planning	3	3	3
FIP	236	Emergency Management	2	0	2
COE	111	Co-op Work Experience	<u>0</u>	<u>10</u>	<u>1</u>
			16	10	18

SPRING SEMESTER

FIP	220	Firefighting Strategies	3	0	3
FIP	276	Managing Fire Services	3	0	3
COM	231	Public Speaking	3	0	3
POL	120	American Government	3	0	3
		Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN GENERAL OCCUPATIONAL TECHNOLOGY (AAS)

The General Occupational Technology Associate degree is designed to allow students and 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 an academic dean working with an 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 toward 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.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN GENERAL OCCUPATIONAL TECHNOLOGY (AAS)

Course and Hour Requirements

I. General Education Core

			HOURS		
			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1

A. Composition

ENG	111	Expository Writing	3	0	3
ENG	112	Argument-Based Literature or	3	0	3
ENG	113	Literature-Based Research	3	0	3

B. Humanities/Fine Arts

COM	231	Public Speaking	3	0	3
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Select one of the following courses:

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

C. Social Sciences: Select one course

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
POL	120	American Government	3	0	3
POL	220	International Relations	3	0	3

D. Natural Sciences/Mathematics

CIS	110	Introduction to Computers	2	2	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

II. Select 45 hours from any approved courses in the Associate in Applied Science degree.

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

ASSOCIATE IN APPLIED SCIENCE DEGREE IN INDUSTRIAL MANAGEMENT TECHNOLOGY (AAS)

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

Course work includes the integrated study of quality and productivity improvement, production operations, management, financial analysis, problem solving, and management of resources—human, physical, and informational. 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 supervisors, engineering assistants, production planners, inventory supervisors, or as a quality control technicians. With additional training and experience, graduates could become plant management or production managers.

Students seeking a degree must earn a grade of “C” or higher on the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research; ENG 113 Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN INDUSTRIAL MANAGEMENT TECHNOLOGY (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
ISC 112	2	ACA 115	1
ISC 132	3	Communications:	
ISC 133	2	ENG 111	3
ISC 135	3	ENG 112	3
ISC 136	3	COM 231	3
ISC 233	3		
ISC 128	2		
MEC 111	3	Humanities/Fine Arts: Select one	
ISC 110	1	ART 111	3
OMT 150	3	ENG 231	3
OMT 155	3	ENG 232	3
ISC 221	3	ENG 233	3
ISC 170	3	ENG 241	3
CIS 110	3	ENG 242	3
CIS 120	3	HUM 122	3
CIS 152	3	HUM 170	3
ISC 235	3	MUS 110	3
BUS 115	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
		Natural Science/Mathematics:	
		Select one	
		MAT 140 and	3
		MAT 140A	1
		or	
		MAT 161	3

Total Major Hours: 49

**Total General
Education Hours: 19-20**

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68-69

ASSOCIATE IN APPLIED SCIENCE DEGREE IN INDUSTRIAL MANAGEMENT TECHNOLOGY (AAS)

Suggested Sequence of Courses

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
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
			<u>16</u>	<u>7</u>	<u>19</u>
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	161	College Algebra	3	0	3
or					
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
			<u>14</u>	<u>5-7</u>	<u>16-17</u>
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
			<u>13</u>	<u>5</u>	<u>15</u>

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	<u>3</u>	<u>0</u>	<u>3</u>
			18	0	18

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68-69

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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 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.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN INFORMATION SYSTEMS (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
CIS 115	3	ACA 115	1
CIS 130	3	Communications:	
CIS 152	3	ENG 111	3
CIS 110	3	ENG 112	3
NET 110	3	COM 231	3
ACC 120	4		
CIS 215	3	Humanities/Fine Arts: Select one	
CIS 216	2	ART 111	3
CIS 225	2	ENG 231	3
OST 286	3	ENG 232	3
CIS 217	3	ENG 233	3
CIS 120	3	ENG 241	3
CIS 164	3	ENG 242	3
		HUM 122	3
		HUM 170	3
		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
Select 13 to 16 hours from the following:		Natural Science/Mathematics	
BUS 280	4	MAT 161	3
CIS 169	2		
CIS 220	2		
CIS 153	3		
CIS 172	3		
CSC 139	3		
COE 111	1		
COE 122	2		
CSC 141	3		
CIS 245	3		
CIS 145	3		
OST 136	2		
Total Major Hours: 51-54		Total General Education Hours: 19	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70-73

ASSOCIATE IN APPLIED SCIENCE DEGREE IN INFORMATION SYSTEMS (AAS)

Suggested Sequence of Courses

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
NET	110	Data Communications/Networking	2	2	3
ACC	120	Principles of Accounting I	<u>3</u>	<u>2</u>	<u>4</u>
			10	8	14
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
CIS	164	DTP Layout and Design	2	2	3
ENG	112	Argument-Based Research	<u>3</u>	<u>0</u>	<u>3</u>
			11	9	15
SUMMER TERM					
PSY	150	General Psychology	3	0	3
or					
SOC	210	Introduction to Sociology	3	0	3
		Humanities/Fine Arts Elective	3	0	3
		Major Elective Hours			3-4
		Major Elective Hours			<u>4</u>
					13-14
SECOND YEAR					
FALL SEMESTER					
CIS	115	Introduction to Programming & 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 Hours			<u>3-4</u>
					14-15
SPRING SEMESTER					
OST	286	Professional Development	3	0	3
CIS	217	Computer Training and Support	2	2	3
MAT	161	College Algebra	3	0	3
CIS	216	Software Installation/Maintenance	1	2	2
		Major Elective Hours	<u>0-4</u>	<u>0-10</u>	<u>3-4</u>
			9-13	4-14	14-15

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70-73

ASSOCIATE IN APPLIED SCIENCE DEGREE IN MECHANICAL DRAFTING TECHNOLOGY (AAS)

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD (Computer Assisted Drafting) 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 qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN MECHANICAL DRAFTING TECHNOLOGY (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
DFT 111	2	ACA 115	1
DFT 112	2	Communications:	
DFT 151	3	COM 231	3
DFT 152	3	ENG 111	3
MEC 110	2	ENG 112	3
CIS 110	3	or	
CIS 115	3	ENG 113	3
or			
CIS 120	3	Humanities/Fine Arts: Select one	
DDF 221	2	ART 111	3
DDF 252	4	ENG 231	3
DFT 121	2	ENG 232	3
DFT 153	3	ENG 233	3
DFT 218	2	ENG 241	3
DFT 231	2	ENG 242	3
HYD 110	3	HUM 122	3
ISC 112	2	HUM 170	3
ISC 221	3	MUS 110	3
ISC 255	3	HUM 211	3
MEC 161	3	PHI 210	3
MAC 122	2	PHI 240	3
MAC 124	2	REL 211	3
		REL 212	3
		REL 221	3
Total Major Hours: 51		Social/Behavioral Science:	
		Select one	
		PSY 150	3
		SOC 210	3
		Natural Science/Mathematics	
		MAT 161	3
		MAT 162	3
		Total General Education Hours: 22	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 73

ASSOCIATE IN APPLIED SCIENCE DEGREE IN MECHANICAL DRAFTING TECHNOLOGY (AAS)

Suggested Sequence of Courses

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
DFT	111	Technical Drafting I	1	3	2
DFT	151	CAD I	2	3	3
CIS	110	Intro to Computers	2	2	3
ISC	221	Statistical Qual Control	3	0	3
MEC	161	Manufacturing Processes I	3	0	3
ACA	115	Success & Study Skills	0	2	1
			<hr/>	<hr/>	<hr/>
			11	10	15
SPRING SEMESTER					
DFT	112	Technical Drafting II	1	3	2
DFT	152	CAD II	2	3	3
CIS	115	Intro to Programming & Logic	2	2	3
or					
CIS	120	Spreadsheet I	2	2	3
ISC	255	Engineering Economy	2	2	3
		Humanities/Fine Arts Selection	3	0	3
			<hr/>	<hr/>	<hr/>
			10	10	14
SUMMER TERM					
DFT	153	CAD III	2	3	3
DFT	121	Intro to GD&T	1	2	2
MEC	110	Intro to CAD/CAM	1	2	2
			<hr/>	<hr/>	<hr/>
			4	7	7
SECOND YEAR					
FALL SEMESTER					
ENG	111	Expository Writing	3	0	3
DDF	252	Solid Models/Ren	3	2	4
HYD	110	Hydraulics and Pneumatics	2	3	3
ISC	112	Industrial Safety	2	0	2
MAT	161	College Algebra	3	0	3
SOC	210	Intro to Sociology	3	0	3
or					
PSY	150	General Psychology	3	0	3
			<hr/>	<hr/>	<hr/>
			16	5	18

SPRING SEMESTER

DFT	218	Industrial Systems Sch	1	2	2
DFT	231	Jig & Fixture Design	1	2	2
MAC	122	CNC Turning	1	3	2
COM	231	Public Speaking	3	0	3
ENG	112	Argument-Based Research	3	0	3
or					
ENG	113	Literature-Based Research	3	0	3
MAT	162	College Trigonometry	3	0	3
			<u>12</u>	<u>7</u>	<u>15</u>

SUMMER TERM

DDF	221	Design Dft Project	0	4	2
MAC	124	CNC Milling	1	3	2
			<u>1</u>	<u>7</u>	<u>4</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 73

ASSOCIATE IN APPLIED SCIENCE DEGREE IN MEDICAL OFFICE ADMINISTRATION (AAS)

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing, and insurance; legal and ethical issues; and formatting and processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Students seeking a degree must earn a grade of “C” or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.



ASSOCIATE IN APPLIED SCIENCE DEGREE IN MEDICAL OFFICE ADMINISTRATION (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
OST 131	2	ACA 115	1
OST 134	3	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		
OST 243	3	Humanities/Fine Arts: Select one	
OST 149	3	ART 111	3
MED 121	3	ENG 231	3
MED 122	3	ENG 232	3
OST 135	4	ENG 233	3
BUS 121	3	ENG 241	3
OST 184	2	ENG 242	3
OST 242	2	HUM 122	3
ACC 120	4	HUM 170	3
OST 286	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
		or	
		MAT 140 and	3
		MAT 140A	1

Total Major Hours: 50

Total General

Education Hours: 19-20

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69-70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN MEDICAL OFFICE ADMINISTRATION (AAS)

Suggested Sequence of Courses

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
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
			<u>12</u>	<u>6</u>	<u>15</u>
SPRING SEMESTER					
OST	134	Text Entry and Formatting	2	2	3
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
MAT	140A	Survey of Mathematics Lab	0	2	1
		or			
MAT	161	College Algebra	3	0	3
			<u>15</u>	<u>4-6</u>	<u>17-18</u>
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
			<u>14</u>	<u>8</u>	<u>18</u>

SPRING SEMESTER

OST 242	Medical Office Transcription II	1	2	2
OST 286	Professional Development	3	0	3
OST 243	Medical Office Simulation	2	2	3
OST 149	Medical Legal Issues	3	0	3
OST 289	Office Systems Management	2	2	3
OST 137	Office Software Applications	1	2	2
	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	8	19

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69-70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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 the local program.

Students seeking a degree must earn a grade of "C" or higher on any of the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN NETWORKING TECHNOLOGY (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
CIS 115	3	ACA 115	1
CIS 145	3	Communications:	
CIS 152	3	ENG 111	3
CIS 215	3	ENG 112	3
ELC 111	3	COM 231	3
NET 110	3		
NET 120	3	Humanities/Fine Arts:	
NET 145	3	Select one	
NET 220	3	ART 111	3
NET 230	3	ENG 231	3
NET 240	3	ENG 232	3
NET 250	3	ENG 233	3
NET 251	3	ENG 241	3
NET 260	3	ENG 242	3
NET 280	3	HUM 122	3
		HUM 170	3
Programming		MUS 110	3
(Select One)	3	HUM 211	3
CSC 139		PHI 210	3
CSC 141		PHI 240	3
		REL 211	3
Electives		REL 212	3
(Select One)	3	REL 221	3
NET 126			
NET 155		Social/Behavioral Science:	
NET 235		Select one	
NET 270		PSY 150	3
		SOC 210	3
Total Major Hours: 51			
		Natural Science/Mathematics	
		MAT 161	3
		Total General	
		Education Hours: 19	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70

CIS 110 COMPETENCY REQUIRED PRIOR TO ADMISSION TO PROGRAM

ASSOCIATE IN APPLIED SCIENCE DEGREE IN NETWORKING TECHNOLOGY (AAS)

Suggested Sequence of Courses

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 & Logic	2	2	3
CIS	152	Database Concepts	2	2	3
CIS	215	Hardware Installation/ Maintenance	<u>2</u>	<u>3</u>	<u>3</u>
			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
		Programming Elective	2	3	3
NET	125	Routing and Switching I	1	4	3
CIS	145	Operating Systems-Single	<u>2</u>	<u>2</u>	<u>3</u>
			13	11	18
SUMMER TERM					
MAT	161	College Algebra	3	0	3
NET	145	Introduction to Linux	2	2	3
NET	220	Network Installation/ Administration I	<u>2</u>	<u>3</u>	<u>3</u>
			7	5	9
SECOND YEAR					
FALL SEMESTER					
NET	250	Advanced Networks I	2	2	3
NET	260	Internet Development & Support	3	0	3
		Network Elective	2	2	3
NET	240	Network Design	3	0	3
		Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
			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	<u>3</u>	<u>0</u>	<u>3</u>
			8	8	12

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN OFFICE SYSTEMS TECHNOLOGY (AAS)

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

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

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

Students seeking a degree must earn a grade of "C" or higher on the following courses presented for graduation:

ENG 111, Expository Writing; ENG 112, Argument-Based Research or ENG 113, Literature-Based Research; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN OFFICE SYSTEMS TECHNOLOGY (AAS)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
OST 131	2	ACA 115	1
OST 134	3	Communications:	
OST 136	2	ENG 111	3
OST 164	3	COM 231	3
OST 289	3	ENG 112	3
OST 137	2	or	
OST 135	4	ENG 113	3
BUS 121	3	Humanities/Fine Arts: Select one	
OST 184	2	ART 111	3
OST 236	3	ENG 231	3
OST 181	3	ENG 232	3
CIS 110	3	ENG 233	3
OST 223	2	ENG 241	3
ACC 120	4	ENG 242	3
OST 233	3	HUM 122	3
OST 122	2	HUM 170	3
OST 286	3	HUM 211	3
CIS 120	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
		or	
		MAT 140 and	3
		MAT 140A	1
		Total General Education Hours: 19-20	

Total Major Hours: 50

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69-70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN OFFICE SYSTEMS TECHNOLOGY (AAS)

Suggested Sequence of Courses

			HOURS		
			CLASS	LAB	CREDIT
FIRST YEAR					
FALL SEMESTER					
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
			<u>11</u>	<u>8</u>	<u>15</u>
SPRING SEMESTER					
OST	134	Text Entry and Formatting	2	2	3
OST	184	Records Management	1	2	2
ENG	112	Argument-Based Research	3	0	3
		or			
ENG	113	Literature-Based Research	3	0	3
OST	181	Introduction to Office Systems	2	2	3
OST	137	Office Software Applications	1	2	2
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
		or			
MAT	161	College Algebra	3	0	3
			<u>12</u>	<u>8-10</u>	<u>16-17</u>
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
			<u>14</u>	<u>8</u>	<u>18</u>
SPRING SEMESTER					
OST	233	Office Publications Design	2	2	3
OST	286	Professional Development	3	0	3
CIS	120	Spreadsheet I	2	2	3
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
			<u>15</u>	<u>10</u>	<u>20</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 69 -70

ASSOCIATE IN APPLIED SCIENCE DEGREE IN 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.

Students seeking a degree must earn a grade of "C" or higher on each of the following courses presented for graduation:

ENG 111, Expository Writing; COM 231, Public Speaking; CIS 110, Introduction to Computers (or another approved computer course); and MAT 161 College Algebra (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ADMISSION AND PROGRAM REQUIREMENTS

Radiography 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 Radiography.

ADMISSION PROCESS

All materials must be sent to the Admissions Office of the College by the deadline date.

The following requirements must be met **before** applicants will be considered for admission to the Radiography 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), for example: teachers, employers, guidance counselors. **References that are not more than two years old at the time of the gen-**

eral 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 consist of reading, English/writing skills, numerical skills and algebra (4 tests).
6. **Complete all developmental courses with a grade of "C" or higher required as a result of placement tests.**
7. Complete ACA 115 (Success and Study Skills) with a grade of "C" or higher.

The student is 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 Aptitude Examination. The health form will be provided with the letter of notification for the PSB examination. There is a fee for the Aptitude test.
10. If indicated, an interview will be scheduled with an admissions counselor and the Radiography Program Director.
11. Final selection for admission is based on a review of the candidate's academic record, test results, interview responses and favorable results of physical and emotional examinations. Examination forms are provided by the College. Written notification of conditional acceptance will be sent by the Admissions Office.
12. Notification of final acceptance will be sent by the Admissions Office after successful completion of all orientation requirements. (Orientation requirements include clinical site visitations; successful completion of task form; and signing off on Radiography Student Handbook after review of procedures and policies.)

All students accepted into the Radiography program are required to have accident and malpractice 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-Radiography) courses before acceptance into the program. Completion of these courses will help prepare but not guarantee admission into the program.

Persons admitted to the Radiography program are eligible to take the American Registry of Radiologic Technology (ARRT) Examination.

Enrollment in the Radiography program is limited. Applicants are advised to apply early.

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

If there are any questions, contact the Admissions Office at Cleveland Community College.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN RADIOGRAPHY (AAS)

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
Total Major Hours: 58		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 General Education Hours: 15	
		Other Required Courses	
		CIS 110	3
		Total Other Required Hours: 3	

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 76

ASSOCIATE IN APPLIED SCIENCE DEGREE IN RADIOGRAPHY (AAS)

Suggested Sequence of Courses

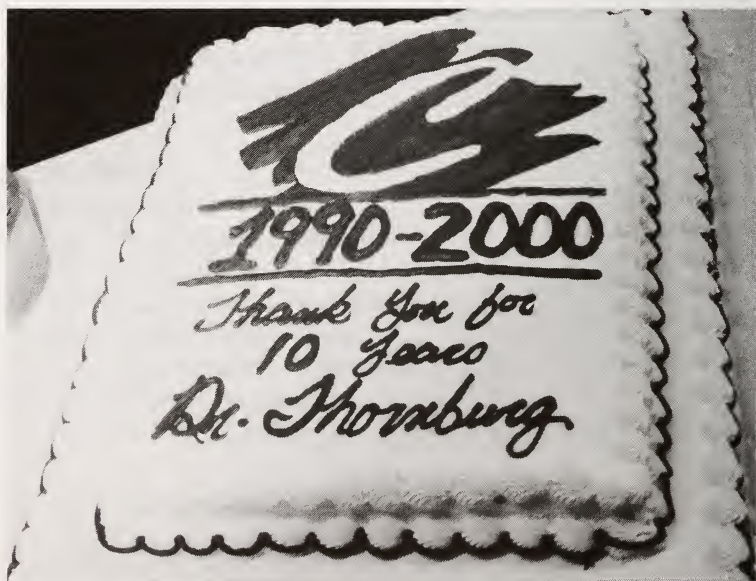
FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB/CLIN	CREDIT
RAD	110	Radiography Intro & Patient Care	2	3	3
RAD	111	Radiographic Procedures I	3	3	4
RAD	151	Radiographic Clinical Education I	0	6	2
BIO	163	Basic Anatomy and Physiology	4	2	5
ENG	111	Expository Writing	3	0	3
			<u>12</u>	<u>14</u>	<u>17</u>
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
			<u>10</u>	<u>23</u>	<u>18</u>
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
			<u>5</u>	<u>18</u>	<u>11</u>
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
			<u>8</u>	<u>27</u>	<u>17</u>

SPRING SEMESTER

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

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 76

ONE-YEAR DIPLOMA PROGRAMS



DIPLOMA AIR CONDITIONING, HEATING AND REFRIGERATION

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

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

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

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA AIR CONDITIONING, HEATING AND REFRIGERATION

Course and Hour Requirements

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

TOTAL SEMESTER HOURS: 40

Total Major Hours: 34

**DIPLOMA
AIR CONDITIONING, HEATING
AND REFRIGERATION TECHNOLOGY**

**Suggested Sequence of Courses
Day Sequence**

			HOURS		
			CLASS	LAB	CREDIT
FALL SEMESTER					
MAT	101	Applied Mathematics I	2	2	3
AHR	110	Introduction to Refrigeration	2	6	5
AHR	111	HVAC Electricity	2	2	3
AHR	113	Comfort Cooling	2	4	4
AHR	151	HVAC Duct System I	1	3	2
			9	17	17
SPRING SEMESTER					
AHR	114	Heat Pump Technology	2	4	4
AHR	112	Heating 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
AHR	210	Residential Building Code	1	2	2
			12	14	19
SUMMER TERM					
AHR	133	HVAC Servicing	2	6	4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

DIPLOMA AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY

Suggested Sequence of Courses Night Sequence

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
MAT	101	Applied Mathematics I	2	2	3
AHR	110	Intro to Refrigeration	2	6	5
AHR	151	HVAC Duct System I	1	3	2
			<u>5</u>	<u>11</u>	<u>10</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	Heating Technology	2	4	4
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	AVAC 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: 40

DIPLOMA AUTO BODY REPAIR

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

Course work includes auto body 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 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.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA AUTO BODY REPAIR

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
AUB 111	4	Communications:	
AUB 121	3	ENG 101	3
AUB 131	4		
AUB 134	3	Mathematics:	
AUB 136	3	MAT 101	3
AUB 112	4		
AUB 122	4		
AUB 132	4	Total General Education Hours: 6	
AUB 114	2		
AUB 162	2	Other Required Hours:	
		CIS 113	1

Total Major Hours: 33

TOTAL SEMESTER HOURS: 40

DIPLOMA AUTO BODY REPAIR

Suggested Sequence of Courses Day Sequence

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
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
CIS	113	Computer Basics	0	2	1
			<u>8</u>	<u>22</u>	<u>18</u>
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
			<u>9</u>	<u>18</u>	<u>15</u>
SUMMER TERM					
AUB	114	Special Finishes	1	2	2
AUB	136	Plastics and Adhesives	1	4	3
AUB	162	Autobody Estimating	1	2	2
			<u>3</u>	<u>8</u>	<u>7</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

DIPLOMA AUTO BODY REPAIR

Suggested Sequence of Courses Night Sequence

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
AUB	111	Painting and Refinishing I	2	6	4
AUB	121	Non-Structural Damage I	1	4	3
CIS	113	Computer Basics	0	2	1
			<u>3</u>	<u>12</u>	<u>8</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 Mathematics 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	Plastics and Adhesives	1	4	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

DIPLOMA BROADCASTING AND PRODUCTION TECHNOLOGY

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.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 111, Expository Writing and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA BROADCASTING AND PRODUCTION TECHNOLOGY

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
BPT 110	3	Communications:	
BPT 111	3		
BPT 140	2	ENG 111	3
BPT 231	4		
BPT 255	3	Mathematics:	
BPT 112	4	MAT 140	3
BPT 113	3	MAT 140A	1
BPT 232	4		
BPT 250	3	Total General	
BPT 235	2	Education Hours: 7	

Total Major Hours: 31

TOTAL SEMESTER HOURS: 38

DIPLOMA BROADCASTING AND PRODUCTION TECHNOLOGY

Suggested Sequence of Courses Day Sequence

			HOURS		
FALL SEMESTER	CLASS	LAB	CREDIT	CREDIT	CREDIT
BPT 110	Intro to Broadcasting		3	0	3
BPT 111	Broadcast Law and 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
			<u>15</u>	<u>9</u>	<u>18</u>
SPRING SEMESTER	CLASS	LAB	CREDIT	CREDIT	CREDIT
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
MAT 140	Survey of Mathematics		3	0	3
MAT 140A	Survey of Mathematics Lab		0	2	1
			<u>13</u>	<u>13</u>	<u>18</u>
SUMMER TERM	CLASS	LAB	CREDIT	CREDIT	CREDIT
BPT 235	TV Production I		0	6	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 38

DIPLOMA BUSINESS ADMINISTRATION-MARKETING AND RETAILING

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.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 111, Expository Writing; CIS 110, Introduction to Computers (or another approved computer course); and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA BUSINESS ADMINISTRATION-MARKETING AND RETAILING

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
ACC 120	4	ACA 115	1
BUS 115	3	Communications:	
BUS 137	3	ENG 111	3
MKT 120	3	Mathematics:	
MKT 122	3	MAT 140	3
MKT 226	3	MAT 140A	1
MKT 125	3		
MKT 225	3		
Select one:		Total General	
ECO 251	3	Education Hours: 8	
ECO 252	3	Other Required Courses:	
		CIS 110	3
		OST 286	3

Total Major Hours: 28

TOTAL SEMESTER HOURS: 42

DIPLOMA BUSINESS ADMINISTRATION-MARKETING AND RETAILING

Suggested Sequence of Courses

HOURS

FALL SEMESTER

			CLASS	LAB	CREDIT
ACC	120	Principles of Accounting I	3	2	4
BUS	115	Business Law I	3	0	3
BUS	137	Principles of Management	3	0	3
MKT	226	Retail Applications	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
ACA	115	Success and Study Skills	0	2	1
			<u>13</u>	<u>4</u>	<u>17</u>

SPRING SEMESTER

MKT	120	Principles of Marketing	3	0	3
MKT	125	Buying and Merchandising	3	0	3
MKT	122	Visual Merchandising	3	0	3
MKT	225	Marketing Research	3	0	3
OST	286	Professional Development	3	0	3
			<u>15</u>	<u>0</u>	<u>15</u>

SUMMER TERM

ENG	111	Expository Writing	3	0	3
CIS	110	Introduction to Computers	2	2	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of mathematics Lab	0	2	1
			<u>8</u>	<u>4</u>	<u>10</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 42

DIPLOMA CARPENTRY (Comprehensive Education Project)

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand 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.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA CARPENTRY (Comprehensive Education Project)

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
BPR 130	2	Communications:	
CAR 110	2	ENG 101	3
CAR 111	8		
CAR 112	8	Mathematics:	
CAR 113	6	MAT 101	3
CAR 115	3		
CAR 114	3		
CST 115	2	Total General Education Hours: 6	

Total Major Hours: 34

TOTAL SEMESTER HOURS: 40

**DIPLOMA
CARPENTRY
(Comprehensive Education Project)**

**Suggested Sequence of Courses
Day Sequence**

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
CAR	110	Intro to Carpentry	2	0	2
CAR	112	Carpentry II	3	15	8
ENG	101	Applied Communications I	3	0	3
CAR	115	Residential Planning/Estimating	3	0	3
			<u>11</u>	<u>15</u>	<u>16</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	3	15	8
CAR	114	Residential Building Codes	3	0	3
			<u>6</u>	<u>15</u>	<u>11</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

DIPLOMA 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, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the North Carolina 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

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA COSMETOLOGY

Course and Hour Requirements

Major Courses	Credit Hours	General Education	
		Courses	Credit Hours
COS 111	4	ACA 115	1
COS 112	8	Communications:	
COS 113	4	ENG 101	3
COS 114	8	Mathematics:	
COS 115	4	MAT 101	3
COS 116	4		
COS 117	2		
COS 118	7		

Total Major Hours: 41

**Total General
Education Hours: 7**

TOTAL SEMESTER HOURS: 48

DIPLOMA COSMETOLOGY

Suggested Sequence of Courses Day Sequence

			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
ACA	115	Success and Study Skills	0	2	1
ENG	101	Applied Communications I	3	0	3
			<u>7</u>	<u>26</u>	<u>16</u>
SPRING SEMESTER					
COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
MAT	101	Applied Mathematics I	2	2	3
			<u>6</u>	<u>26</u>	<u>15</u>
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
			<u>6</u>	<u>33</u>	<u>17</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 48

**TOTAL CONTACT HOURS REQUIRED BY THE NORTH CAROLINA
STATE BOARD OF COSMETIC ART EXAMINERS: 1500**

DIPLOMA CRIMINAL JUSTICE TECHNOLOGY

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.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 111, Expository Writing; and MAT 161, College Algebra (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA CRIMINAL JUSTICE TECHNOLOGY

Course and Hour Requirements

Major Courses	Credit Hours	General Education	Credit Hours
CJC 111	3	Courses	
CJC 112	3	Communications:	
CJC 113	3	ENG 111	3
CJC 121	3	PSY 150	3
CJC 131	3	SOC 210	3
CJC 132	3		
CJC 141	3	Mathematics:	
CJC 212	3	MAT 161	3
CJC 231	3		
Choose one:		Total General	
CJC 132	3	Education Hours: 12	
CJC 122	3		
CJC 214	3	TOTAL SEMESTER HOURS: 42	
CJC 215	3		

Total Major Hours: 30

DIPLOMA CRIMINAL JUSTICE TECHNOLOGY

Suggested Sequence of Courses Day Sequence

			HOURS		
FALL SEMESTER	CLASS		LAB	CREDIT	
CJC	111	Introduction to Criminal Justice	3	0	3
CJC	112	Criminology	3	0	3
CJC	121	Law Enforcement Operations	3	0	3
CJC	212	Ethics & Community Relations	3	0	3
CJC	141	Corrections	3	0	3
			<u>15</u>	<u>0</u>	<u>15</u>
SPRING SEMESTER	CLASS		LAB	CREDIT	
CJC	113	Juvenile Justice	3	0	3
CJC	131	Criminal Law	3	0	3
CJC	132	Court Procedure and Evidence	3	0	3
CJC	231	Constitutional Law	3	0	3
		Criminal Justice Elective	3	0	3
			<u>15</u>	<u>0</u>	<u>15</u>
SUMMER TERM	CLASS		LAB	CREDIT	
SOC	210	Introduction to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	161	College Algebra	3	0	3
			<u>12</u>	<u>0</u>	<u>12</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 42

DIPLOMA EARLY CHILDHOOD

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.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 111, Expository Writing and MAT 140, Survey of Mathematics (or another approved mathematics course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA EARLY CHILDHOOD

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
COE 111	1	ACA 115	1
COE 115	1		
EDU 111	2		
		Communications:	
EDU 112	2	ENG 111	3
or			
EDU 113	2	Mathematics:	
		MAT 140	3
or		MAT 140A	1
EDU 119	4		
		Social/Behavioral Sciences:	
EDU 131	3	Choose PSY or SOC	3
EDU 144	3		
EDU 145	3		
EDU 146	3		
EDU 221	3		
		Total General Education Hours: 11	
Choose 5 additional EDU hours	5		
		TOTAL SEMESTER HOURS: 37	
Total Major Hours: 26			

DIPLOMA EARLY CHILDHOOD

Suggested Sequence of Courses Day Sequence

HOURS

FALL SEMESTER			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1
EDU	111	Early Childhood Credential I	2	0	2
EDU	131	Child, Family, and Community	3	0	3
EDU	144	Child Development I	3	0	3
EDU	221	Children with Special Needs	3	0	3
		EDU Elective	3	0	3
ENG	111	Expository Writing	3	0	3
			<u>17</u>	<u>2</u>	<u>18</u>
SPRING SEMESTER					
COE	111	Co-op Work Experience I	0	10	1
COE	115	Work Experience Seminar I	1	0	1
EDU	112 or	Early Childhood Credential I	2	0	2
EDU	113	Family/Early Childhood Credential	2	0	2
EDU	145	Child Development II	3	0	3
EDU	146	Child Guidance	3	0	3
		EDU Elective	2	0	2
			<u>13</u>	<u>10</u>	<u>14</u>
SUMMER TERM					
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
SOC or PSY		Elective	3	0	3
			<u>6</u>	<u>2</u>	<u>5</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 37

DIPLOMA 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 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.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA ELECTRICAL/ELECTRONICS TECHNOLOGY

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
ELC 112	5		
ELC 113	4		
ELC 117	4	ENG 101	3
ELC 114	4		
ELN 131	4	Mathematics:	
ELC 115	4	MAT 101	3
ELN 133	4		
ELC 128	3		
ELC 118	2	Total General Education Hours: 6	
ELC 119	2		

TOTAL SEMESTER HOURS: 42

Total Major Hours: 36

DIPLOMA ELECTRICAL/ELECTRONICS TECHNOLOGY

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	133	Digital Electronics		3	3	4
MAT	101	Applied Mathematics I		<u>2</u>	<u>2</u>	<u>3</u>
				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
ELN	131	Electronic Devices		<u>3</u>	<u>3</u>	<u>4</u>
				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	2
ENG	101	Applied Communications I		<u>3</u>	<u>0</u>	<u>3</u>
				7	7	10

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 42

DIPLOMA ELECTRICAL/ELECTRONICS TECHNOLOGY

Suggested Sequence of Courses Night Sequence

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
ELC	112	DC/AC Electricity	3	6	5
MAT	101	Applied Mathematics I	2	2	3
			<u>5</u>	<u>8</u>	<u>8</u>
SPRING SEMESTER					
ELC	113	Basic Wiring I	2	6	4
ELN	131	Electronic Devices	3	3	4
			<u>5</u>	<u>9</u>	<u>8</u>
SUMMER TERM					
ELC	114	Basic Wiring II	2	6	4
SECOND YEAR					
FALL SEMESTER					
ELC	117	Motors and Controls	2	6	4
ELN	133	Digital Electronics	3	3	4
			<u>5</u>	<u>9</u>	<u>8</u>
SPRING SEMESTER					
ELC	115	Industrial Wiring	2	6	4
ELC	118	National Electric Code	1	2	2
ELC	119	NEC Calculations	1	2	2
			<u>4</u>	<u>10</u>	<u>8</u>
SUMMER TERM					
ELC	128	Introduction to PLC	2	3	3
ENG	101	Applied Communications I	3	0	3
			<u>5</u>	<u>3</u>	<u>6</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 42

DIPLOMA ELECTRONICS ENGINEERING TECHNOLOGY

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

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 111, Expository Writing; MAT 161, College Algebra (or another approved mathematics course); and CIS 110, Introduction to Computers (or another approved computer course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA ELECTRONICS ENGINEERING TECHNOLOGY

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
ELC 131	5	Communications:	
ELN 133	4	ENG 111	3
ELN 131	4	Mathematics:	
ELN 232	4	MAT 161	3
CIS 110	3	Total General	
ELC 128	3	Education Hours: 6	
ELN 150	2	Other Required Courses:	
Electives	6-8	ACA 115	1
Total Major Hours: 31-33			

TOTAL SEMESTER HOURS: 38-40

DIPLOMA ELECTRONICS ENGINEERING TECHNOLOGY

Suggested Sequence of Courses Day Sequence

HOURS

FALL SEMESTER			CLASS	LAB	CREDIT
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	3	3
CIS	110	Introduction to Computers	2	2	3
ACA	115	Success and Study Skills	0	2	1
			<u>15</u>	<u>10</u>	<u>19</u>

SPRING SEMESTER

ELN	131	Electronic Devices	3	3	4
ELN	232	Introduction to Microprocessors	3	3	4
ELC	128	Introduction to PLC	2	3	3
*Elective					<u>3-4</u>
					14-15

SUMMER TERM

ELN	150	CAD for Electronics	2	3	2
*Elective					<u>3-4</u>
					5-6

*Electives must have prefix of ELC, ELN, MAT, PHY, or CIS

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 38-40

DIPLOMA 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.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA Industrial Maintenance Technology

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
BPR 111	2		
HYD 110	3		
MEC 111	3	ENG 101	3
MNT 110	2		
WLD 112	2		
ELC 111	3	Mathematics:	
ELC 115	4	MAT 101	3
Choose 18 hours:		Total General Education Hours: 6	
AHR 110	5		
AHR 112	4		
AHR 151	2	Other Required Courses:	
ELC 115	4	DFT 119	2
ELC 128	3		
MEC 112	3	TOTAL SEMESTER HOURS: 45	
MEC 165	2		
MNT 150	2		
ELC 113	4		
ELC 117	4		

Total Major Hours: 37

DIPLOMA Industrial Maintenance Technology

Suggested Sequence of Courses Day Sequence

HOURS

FALL SEMESTER			CLASS	LAB	CREDIT
*AHR	110	Introduction to Refrigeration	2	6	5
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	<u>2</u>	<u>3</u>	<u>3</u>
			9	15	16
SPRING SEMESTER					
*AHR	112	Heating Technology	2	4	4
ELC	115	Industrial Wiring	2	6	4
*ELC	113	Basic Wiring I	2	6	4
ENG	101	Applied Communications I	3	0	3
MNT	110	Intro to Maintenance Procedures	<u>1</u>	<u>3</u>	<u>2</u>
			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	<u>1</u>	<u>3</u>	<u>2</u>
			7	14	12

*These courses may be taken at this time, or you may choose another course from the 18-hour list in the Course and Hour Requirements section listed on the previous page.

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 45

DIPLOMA INDUSTRIAL MAINTENANCE TECHNOLOGY

Suggested Sequence of Courses Night Sequence

		HOURS		
		CLASS	LAB	CREDIT
FIRST YEAR				
FALL SEMESTER				
*AHR 110	Introduction to Refrigeration	2	6	5
BPR 111	Blueprint Reading	1	2	2
ELC 111	Introduction to Electricity	2	2	3
*ELC 117	Motors and Controls	2	6	4
		<u>7</u>	<u>16</u>	<u>14</u>
SPRING SEMESTER				
*ELC 115	Industrial Wiring	2	6	4
SUMMER TERM				
*AHR 112	Heating Technology	2	4	4
*AHR 151	HVAC Duct Systems I	1	3	2
		<u>3</u>	<u>7</u>	<u>6</u>
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
		<u>9</u>	<u>8</u>	<u>12</u>
SPRING SEMESTER				
MNT 110	Intro to Maintenance Procedures	1	3	2
WLD 112	Basic Welding Procedures	1	3	2
		<u>2</u>	<u>6</u>	<u>4</u>
SUMMER TERM				
*ELC 128	Introduction to PLC	2	3	3
DFT 119	Basic CAD	1	2	2
		<u>3</u>	<u>5</u>	<u>5</u>

*These courses may be taken at this time, or you may choose another course from the 18-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: 45

DIPLOMA 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 ensure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA Machining Technology

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		
BPR	121	2		
MAC	122	2		
MAC	124	2		
MEC	110	2		
WLD	112	2		
			Communications:	
			ENG 101	3
			Mathematics:	
			MAT 101	3
			Total General Education Hours: 6	

Total Major Hours: 30

TOTAL SEMESTER HOURS: 36

DIPLOMA MACHINING TECHNOLOGY

Suggested Sequence of Courses Day Sequence

HOURS

FALL SEMESTER			CLASS	LAB	CREDIT
MAC	111	Machining 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	<u>2</u>	<u>2</u>	<u>3</u>
			6	19	13

SPRING SEMESTER

MAC	112	Machining 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	<u>3</u>	<u>0</u>	<u>3</u>
			7	17	13

SUMMER TERM

MAC	113	Machining Technology III	2	12	6
MAC	124	CNC Milling	1	3	2
MEC	110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>2</u>
			4	17	10

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 36

DIPLOMA MACHINING TECHNOLOGY

Suggested Sequence of Courses Night Sequence

FIRST YEAR		HOURS		
FALL SEMESTER		CLASS	LAB	CREDIT
MAC	111A Machining Technology I	1	6	3
MAT	101 Applied Mathematics I	2	2	3
BPR	111 Blueprint Reading	1	2	2
		<u>4</u>	<u>10</u>	<u>8</u>
SPRING SEMESTER				
MAC	111B Machining Technology I	1	6	3
ENG	101 Applied Communications I	3	0	3
BPR	121 Blueprint Reading: Mech	1	2	2
		<u>5</u>	<u>8</u>	<u>8</u>
SUMMER TERM				
MAC	112A Machining Technology II	1	6	3
SECOND YEAR				
FALL SEMESTER				
MAC	112B Machining Technology II	1	6	3
MAC	122 CNC Turning	1	3	2
		<u>2</u>	<u>9</u>	<u>5</u>
SPRING SEMESTER				
MAC	113A Machining Technology III	1	6	3
WLD	112 Basic Welding Processes	1	3	2
MAC	124 CNC Milling	1	3	2
		<u>3</u>	<u>12</u>	<u>7</u>
SUMMER TERM				
MEC	110 Intro to CAD/CAM	1	2	2
MAC	113B Machining Technology III	1	6	3
		<u>2</u>	<u>8</u>	<u>5</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 36

DIPLOMA MECHANICAL DRAFTING TECHNOLOGY

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD (Computer Assisted Drafting) 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 qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA MECHANICAL DRAFTING TECHNOLOGY

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
DFT 111	2		
DFT 112	2		
DFT 151	3	ENG 101	3
DFT 152	3		
MEC 110	2		
CIS 110	3	MAT 101	3
DFT 121	2		
ISC 221	3		
ISC 255	3		
MEC 161	3		
ISC 112	2		
DFT 153	3		
		Total General Education Hours: 6	
		TOTAL SEMESTER HOURS: 37	

Total Major Hours: 31

DIPLOMA MECHANICAL DRAFTING TECHNOLOGY

Suggested Sequence of Courses Day Sequence

			HOURS		
FALL SEMESTER	CLASS	LAB	CREDIT		
DFT	111	Technology Drafting I	1	3	2
DFT	151	CAD I	2	3	3
CIS	110	Introduction to Computers	2	2	3
ISC	221	Statistical Quality Control	3	0	3
MEC	161	Manufacturing Processes I	3	0	3
			11	8	14
SPRING SEMESTER					
DFT	112	Technical Drafting II	1	3	2
DFT	152	CAD II	2	3	3
ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3
ISC	112	Industrial Safety	2	0	2
ISC	255	Engineering Economy	2	2	3
			12	10	16
SUMMER TERM					
DFT	153	CAD III	2	3	3
DFT	121	Intro to GD and T	1	2	2
MEC	110	Introduction to CAD/CAM	1	2	2
			4	7	7

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 37

DIPLOMA MECHANICAL DRAFTING TECHNOLOGY

Suggested Sequence of Courses Night Sequence

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
DFT	111	Technical Drafting I	1	3	2
MAT	101	Applied Mathematics I	2	2	3
ENG	101	Applied Communications I	3	0	3
			<u>6</u>	<u>5</u>	<u>3</u>
SPRING SEMESTER					
DFT	151	CAD I	2	3	3
CIS	110	Introduction to Computers	2	2	3
			<u>4</u>	<u>5</u>	<u>6</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 and T	1	2	2
MEC	161	Manufacturing Processes I	3	0	3
ISC	112	Industrial Safety	2	0	2
			<u>6</u>	<u>2</u>	<u>7</u>
SPRING SEMESTER					
ISC	221	Statistical Quality Control	3	0	3
ISC	255	Engineering Economy	2	2	3
			<u>5</u>	<u>2</u>	<u>6</u>
SUMMER TERM					
DFT	112	Technical Drafting II	1	3	2
DFT	153	CAD III	2	3	3
			<u>3</u>	<u>6</u>	<u>5</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 37

DIPLOMA OFFICE SYSTEMS TECHNOLOGY

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

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

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

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 111, Expository Writing; and CIS 110, Introduction to Computers (or another approved computer course). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA OFFICE SYSTEMS TECHNOLOGY

Course and Hour Requirements

Major Courses	Credit Hours	GENERAL EDUCATION COURSES	Credit Hours
OST 134	3	ACA 115	1
OST 136	2		
OST 164	3		
ACC 120	4	Communications:	
OST 131	2	ENG 111	3
OST 135	4		
OST 289	3	Mathematics:	
OST 223	2	CIS 110	3
OST 184	2		
OST 286	3	Total General	
OST 137	2	Education Hours: 7	
OST 122	2		
BUS 121	3	TOTAL SEMESTER HOURS: 42	

Total Major Hours: 35

DIPLOMA OFFICE SYSTEMS TECHNOLOGY

Suggested Sequence of Courses Day Sequence

FIRST YEAR			HOURS		
FALL SEMESTER			CLASS	LAB	CREDIT
ACA	115	Success and Study Skills	0	2	1
ENG	111	Expository Writing	3	0	3
BUS	121	Business Math	2	2	3
CIS	110	Introduction to Computers	2	2	3
OST	131	Keyboarding	1	2	2
OST	164	Text Editing Applications	<u>3</u>	<u>0</u>	<u>3</u>
			11	8	15
SPRING SEMESTER					
OST	134	Text Entry and Formatting	2	2	3
OST	289	Office Systems Management	2	2	3
OST	184	Records management	1	2	2
OST	286	Professional Development	3	0	3
OST	137	Office Software Applications	1	2	2
OST	122	Office Computation	<u>1</u>	<u>2</u>	<u>2</u>
			10	10	15
SECOND YEAR					
FALL SEMESTER					
OST	136	Word Processing	1	2	2
OST	135	Adv Text Entry and Formatting	3	2	4
ACC	120	Principles of Accounting I	3	2	4
OST	223	Machine Transcription	<u>1</u>	<u>2</u>	<u>2</u>
			8	8	12

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 42

DIPLOMA PLUMBING (Comprehensive Education Project)

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 and interpretation of blueprints and practices in plumbing assembly. Students will gain knowledge of State Codes and requirements.

Graduates qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA PLUMBING (Comprehensive Education Project)

Course and Hour Requirements

Major Courses		Credit Hours	General Education	
			Courses	Credit Hours
BPR	130	2	Communications:	
PLU	110	9	ENG	101
PLU	120	9		3
PLU	130	6	Mathematics:	
PLU	140	2	MAT	101
PLU	150	2		3
WLD	112	2		

Total Major Hours: 32

**Total General
Education Hours: 6**

TOTAL SEMESTER HOURS: 38

**DIPLOMA
PLUMBING
(Comprehensive Education Project)**

**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/Construction	1	2	2
			<u>6</u>	<u>19</u>	<u>13</u>
SPRING SEMESTER					
PLU	120	Plumbing Applications	4	15	9
MAT	101	Applied Mathematics I	2	2	3
			<u>6</u>	<u>17</u>	<u>12</u>
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
			<u>8</u>	<u>14</u>	<u>13</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 38

DIPLOMA 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. Opportunities for employment include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I (or ENG 111, Expository Writing). Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

ADMISSION AND PROGRAM REQUIREMENTS

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

Graduates of this program will be awarded the Diploma in Practical Nursing.

ADMISSION PROCESS

All materials must be sent to the Admissions Office.

The following requirements must be met **before** applicants will be considered for admission to the PN 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. Science courses which are more than five years old will not be transferred.
4. Submit three (3) references (not relatives or close friends, for 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 ASSET placement tests which will be administered at the College. Applicants will be informed of the time and place for the tests. The placement tests consist of reading, English/writing skills, numerical skills and algebra (4 tests).

6. Complete all developmental courses with a grade of "C" or higher required as a result of placement tests.

The student is 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

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

All students accepted into the Practical Nursing program are required to have accident and malpractice 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 into the nursing program. Completion of these courses will help prepare but not guarantee admission into the program.

Persons admitted to the PN program are eligible to take the National Council Licensure Examination (NCLEX-PN) which is required to practice as a Licensed Practical Nurse.

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

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

If there are any questions, contact the Admissions Office at Cleveland Community College.

DIPLOMA PRACTICAL NURSING

Course and Hour Requirements

Major Courses		Credit Hours	General Education Courses		Credit Hours
NUR	101	11	ENG	111	3
NUR	102	12	Communications:		
NUR	103	10	Social/Behavioral Sciences:		
BIO	163	5	PSY	110	3
NUR	191	1			
Total Major Hours: 39					

**Total General
Education Hours: 6**

Other Required Courses:
BIO 155 3

TOTAL SEMESTER HOURS: 48

DIPLOMA PRACTICAL NURSING

Suggested Sequence of Courses Day Sequence

			HOURS			
			Class	Lab	Clinical	Credit
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	112	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

DIPLOMA 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 provide the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Students seeking a diploma must earn a grade of "C" or higher on the following courses presented for graduation: ENG 101, Applied Communications I and MAT 101, Applied Mathematics I. Please see Requirements for Graduation as stated in the Academic Regulations section of the Academic Bulletin & Student Handbook.

DIPLOMA WELDING TECHNOLOGY

Course and Hour Requirements

Major Courses	Credit Hours	General Education Courses	Credit Hours
WLD 110	2	Communications:	
WLD 115	5	ENG 101	3
WLD 121	4		
WLD 131	4	Mathematics:	
WLD 141	3	MAT 101	3
WLD 132	3		
WLD 122	3		
WLD 215	4	Total General	
BPR 111	2	Education Hours: 6	
Choose one:		Other Required Courses	
DFT 119	2	BPR 121	2
WLD 111	2		

TOTAL SEMESTER HOURS: 40

Total Major Hours: 32

DIPLOMA WELDING TECHNOLOGY

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
			<u>8</u>	<u>22</u>	<u>16</u>
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	or				
WLD 111	Oxy-Fuel Welding		1	3	2
			<u>7</u>	<u>20-21</u>	<u>14</u>
SUMMER TERM					
WLD 131B	GTAW (TIG) Plate		1	3	2
WLD 132	GTAW (TIG) Plate/Pipe		1	6	3
WLD 141	Symbols and Specifications		2	2	3
BPR 121	Blueprint Reading: Mech		1	2	2
			<u>5</u>	<u>13</u>	<u>10</u>

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 40

DIPLOMA WELDING TECHNOLOGY

Suggested Sequence of Courses Night Sequence

FIRST YEAR		HOURS		
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	or			
WLD 111	Oxy-Fuel Welding	1	3	2
		<u>5</u>	<u>11-12</u>	<u>9</u>
SUMMER TERM				
WLD 131A	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 131B	GTAW (TIG) Plate	1	3	2
		<u>2</u>	<u>9</u>	<u>5</u>
SUMMER TERM				
WLD 141	Symbols and 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



CERTIFICATE ADVANCED LEADERSHIP

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.

CERTIFICATE ADVANCED LEADERSHIP

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 and Management	3
ISC 235 Management Problems	3
OMT 150 Operation Management Behavioral Sciences	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

CERTIFICATE PROGRAMS AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

These certificate programs offer students recognition for partial completion of the Air Conditioning, Heating and Refrigeration program and refrigerant certificate courses. These programs offer excellent inservice training options for employers and employees.

All certificate courses are creditable toward the diploma or Associate degree that the College is approved to offer.

COMMERCIAL REFRIGERATION

Course and Hour Requirements

Required Courses			Credit Hours
AHR	110	Introduction to Refrigeration	5
AHR	111	HVAC Electricity	3
AHR	130	HVAC Controls	3
AHR	133	HVAC Servicing	4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 15

HVAC SYSTEM DESIGN

Course and Hour Requirements

Required Courses			Credit Hours
MAT	101	Applied Mathematics I	3
AHR	113	Comfort Cooling	4
AHR	151	HVAC Duct Systems I	2
AHR	211	Residential System Design	3
AHR	210	Residential Building Code	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 14

HEATING SYSTEMS

Course and Hour Requirements

Required Courses			Credit Hours
AHR	110	Introduction to Refrigeration	5
AHR	114	Heat Pump Technology	4
AHR	112	Heating Technology	4
AHR	133	HVAC Servicing	4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

CERTIFICATE AUTOBODY REPAIR

The Autobody certificate offers a broad range of basic courses 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.

CERTIFICATE AUTOBODY REPAIR

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

CERTIFICATE BASIC CHILD CARE

The certificate in basic child care is designed to provide experience working with preschool children. The certificate also allows the child care worker to upgrade skills or educational level. The Cleveland Community College Certificate will be awarded upon successful completion of the program. All courses may be applied toward the Early Childhood diploma or Associate degree.

CERTIFICATE BASIC CHILD CARE

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, and 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

CERTIFICATE BASIC ELECTRONICS

Basic Electronics is a certificate option in the Electronics Engineering Technology program and provides 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 for those who are already proficient in that area.

All certificate courses are creditable toward the diploma or Associate degree that the College is approved to offer.

CERTIFICATE BASIC ELECTRONICS

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

CERTIFICATE BASIC LAW ENFORCEMENT TRAINING

Basic Law Enforcement Training (BLET) is designed to teach 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.

CERTIFICATE BASIC LAW ENFORCEMENT TRAINING

Course and Hour Requirements

Required Courses	Credit Hours
CJC 100 Basic Law Enforcement Training	18

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

CERTIFICATE BROADCASTING AND PRODUCTION

The Broadcasting and Production certificate provides 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.

CERTIFICATE BROADCASTING AND PRODUCTION

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

CERTIFICATE BUSINESS ADMINISTRATION

The Business Administration certificate is designed to give the student the basic skills needed to gain employment in the business industry. The courses taken in this certificate program count as credit toward the Business Administration degree program. Course credit earned more than five years prior to entering will not apply toward the certificate in Business Administration. These classes are offered to day and night students.

CERTIFICATE BUSINESS ADMINISTRATION

Course and Hour Requirements

Required Courses			Credit Hours
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
ECO	251	Principles of Microeconomics	3
BUS	121	Business Mathematics	3
MKT	120	Principles of Marketing	3
BUS	137	Principles of Management	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

CERTIFICATE BUSINESS ADMINISTRATION – MARKETING AND RETAILING

The Business Administration – Marketing and Retailing certificate focuses on the business aspects for marketing and retailing. Topics include accounting, marketing, visual merchandising and buying.

All certificate courses are creditable toward the Associate degree or diploma programs that the College is approved to offer.

CERTIFICATE BUSINESS ADMINISTRATION – MARKETING AND RETAILING

Course and Hour Requirements

Required Courses			Credit Hours
ACC	120	Accounting I	4
MKT	120	Introduction to Marketing	3
MKT	122	Visual Merchandising	3
MKT	125	Buying and Merchandising	3
OST	286	Professional Development	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 16

CERTIFICATE BUSINESS PRESENTATION

The Business Presentation certificate is designed for individuals desiring skills in the design, creation, and production of presentations in the business environment. Proper use of various software, font type, data acquisition, and presentation mediums will be the focus of this study.

Technology changes at a rapid pace. For this reason, all students who wish to earn the Business Presentation certificate must apply for and be accepted into the current certificate program. Upon acceptance, any previously earned, comparable college-level computer course work will be evaluated for transfer credit. Evaluation will compare previous course content to current technology requirements. Therefore, credit will not automatically be extended course for course.

CERTIFICATE BUSINESS PRESENTATION

Course and Hour Requirements

Required Courses	Credit Hours
CIS 110 Introduction to Computers	3
CIS 120 Spreadsheet I	3
CIS 130 Survey of Operating Systems	3
CIS 169 Business Presentations	2
CIS 172 Intro to the Internet	3
CIS 164 DTP Layout and Design	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

CERTIFICATE CARPENTRY

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.

CERTIFICATE CARPENTRY

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

CERTIFICATE CHILD CARE ADMINISTRATION

The Child Care Administration Certificate program prepares graduates for positions in child care settings. Successful completers of all courses in the program will receive the College's Early Childhood Certificate. All courses taken for the certificate or licensure may be transferred into the two-year Associate of Applied Science degree.

CERTIFICATE CHILD CARE ADMINISTRATION

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 261 Early Childhood Administration I	2
EDU 262 Early Childhood Administration II	3
EDU 144 Child Development I	3
Choose one:	
BUS 137 Principles of Management	3
BUS 110 Introduction to Business	3
Choose one:	
PSY or SOC	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

CERTIFICATE COSMETOLOGY

The Cosmetology certificate is designed to provide competency-based knowledge, scientific/artists principles, and hands-on fundamentals associated with the cosmetology industry. All courses taken in the certificate program will be applicable to the diploma program.

CERTIFICATE COSMETOLOGY

Course and Hour Requirements

Required Courses	Credit Hours
COS 111 Cosmetology Concepts I	4
COS 112 Salon I	8
COS 113 Cosmetology Concepts II	4
COS 114 Salon II	8
COS 115 Cosmetology Concepts III	4
COS 116 Salon III	4
COS 140 Contemporary Design	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 34

The Cosmetology certificate requires 1200 contact hours.

CERTIFICATE CRIME SCENE INVESTIGATOR

This certificate program will allow arson investigators and police officers the opportunity to increase their knowledge and skills in gathering of evidence and testimony.

All certificate courses are creditable toward the Associate degree that the College is approved to offer.

This certificate is designed for the professional law enforcement officer who:

1. Has completed BLEET training
2. Is currently employed as a law enforcement officer

CERTIFICATE CRIME SCENE INVESTIGATOR

Course and Hour Requirements

Required Courses			Credit Hours
CJC	132	Court Procedure and Evidence	3
CJC	221	Investigative Principles	4
CJC	222	Criminalistics	3
CJC	114	Investigative Photography	2
CJC	120	Interviews/Interrogation	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 14

CERTIFICATE CRIMINAL JUSTICE

The Criminal Justice Certificate program is designed to provide knowledge of criminal justice systems and operations. Study will focus on juvenile justice, law enforcement operations, corrections, and ethics and community relations. All certificate courses are creditable toward the diploma or Associate degree that the College is approved to offer.

CERTIFICATE CRIMINAL JUSTICE

Course and Hour Requirements

Required Courses	Credit Hours
CJC 113 Juvenile Justice	3
CJC 112 Criminology	3
CJC 213 Substance Abuse	3
CJC 211 Counseling	3
CJC 212 Ethics and Community Relations	3
 Choose one:	
CJC 132 Court Procedure and Evidence	3
CJC 214 Victimology	3
CJC 122 Community Policing	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

CERTIFICATE DATABASE MANAGEMENT

The Database Management certificate is designed for individuals desiring skills in using the computer to control, manage, and maximize information available through database application. Data acquisition, data manipulation, and reporting will be inclusive in this course of study.

Technology changes at a rapid pace. For this reason, all students who wish to earn the Database Management certificate must apply for and be accepted into the current certificate program. Upon acceptance, any previously earned, comparable college-level computer course work will be evaluated for transfer credit. The evaluation will compare previous course content to current technology requirements. Therefore, credit will not automatically be extended course for course.

CERTIFICATE DATABASE MANAGEMENT

Course and Hour Requirements

Required Courses	Credit Hours
CIS 110 Introduction to Computers	3
CIS 115 Introduction to Programming and Logic	3
CIS 130 Survey of Operating Systems	3
CIS 152 Database Concepts and Applications	3
CIS 153 Database Applications	3
CIS 172 Introduction to the Internet	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

CERTIFICATE DIGITAL ELECTRONICS

Digital Electronics is a certificate option in the Electronic Engineering Technology program which focuses primarily on digital electronic circuits related to computerized devices and controls. The certificate option is suited for the student whose primary interest is in digital electronics or for 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.

CERTIFICATE DIGITAL ELECTRONICS

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

CERTIFICATE ELECTRICAL

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.

CERTIFICATE ELECTRICAL

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 and Controls	4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

CERTIFICATE INDUSTRIAL ELECTRONICS

Industrial Electronics is a certificate option in the Electronics Engineering Technology program which focuses on control of industrial processes. Topics in the certificate program include basic motor control circuits, electromechanical and solid state relays, PLC applications and programming, open and closed loop control systems and documentation of control circuits.

All certificate courses are creditable toward diploma and degrees that the College is approved to offer.

CERTIFICATE INDUSTRIAL ELECTRONICS

Course and Hour Requirements

Required Courses			Credit Hours
ELN	231	Industrial Controls	3
ELN	229	Industrial Electronics	4
ELC	128	Introduction to PLC	3
ELN	150	CAD for Electronics	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

CERTIFICATE INDUSTRIAL FIRE SAFETY SPECIALIST

This certificate program will provide industrial and municipal fire-fighters and brigade members the technical information to inspect plant facilities and make recommendations. Plant Emergency Organization operations and other safeguards will be covered.

All certificate courses are creditable toward the Associate degree that the College is approved to offer.

CERTIFICATE INDUSTRIAL FIRE SAFETY SPECIALIST

Course and Hour Requirements

Required Courses			Credit Hours
FIP	120	Introduction to Fire Protection Hazards	2
FIP	124	Fire Prevention and Public Education	3
FIP	136	Inspection and Codes	3
FIP	140	Industrial Fire Protection	2
FIP	144	Sprinklers and Auto Alarms	3
FIP	164	OSHA Standards	2
COE	122	Co-op Work Experience II	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

CERTIFICATE INFANT AND TODDLER

The Infant and Toddler certificate prepares individuals to work with children from infancy through toddler in diverse learning environments.

All certificate courses are creditable toward the Associate degree that the College is approved to offer.

CERTIFICATE INFANT AND TODDLER

Course and Hour Requirements

Required Courses	Credit Hours
EDU 111 Early Childhood Credential I	2
EDU 112 Early Childhood Credential II	2
EDU 144 Child Development I	3
EDU 146 Child Guidance	3
EDU 234 Infant, Toddlers and Twos	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 13

CERTIFICATE INTERNET ADMINISTRATION*

The Internet Administration certificate is designed for individuals desiring skills in the administration of the Internet. This course of study will provide individuals with both network administration and Internet administration skills.

Technology changes at a rapid pace. For this reason, all students who wish to earn the Internet Administration certificate must apply for and be accepted into the current certificate program. Upon acceptance, any previously earned, comparable college-level computer course work will be evaluated for transfer credit. Evaluation will compare previous course content to current technology requirements. Therefore, credit will not automatically be extended course for course.

CERTIFICATE INTERNET ADMINISTRATION*

Course and Hour Requirements

Required Courses	Credit Hours
NET 250 Advanced Networks I	3
NET 251 Advanced Networks II	3
NET 260 Internet Development and Support	3
One additional Networking course	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

***Completion of the Network Administration Certificate is required before a student is eligible to work toward the Internet Administration Certificate.**

CERTIFICATE MACHINING TECHNOLOGY

These certificates offer students recognition for partial completion of the Machining Technology program. This offers excellent inservice training options for employers and employees.

All certificate courses are creditable toward the diploma or Associate degree that the College is approved to offer.

CERTIFICATE MACHINING TECHNOLOGY

Course and Hour Requirements

Required Courses	Credit Hours
MAC 111 Machining Technology I	6
MAC 112 Machining Technology II	6
BPR 111 Blueprint Reading	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 14

CERTIFICATE COMPUTER NUMERICAL CONTROL

Course and Hour Requirements

Required Courses	Credit Hours
MAC 113 Machining Technology III	6
MAC 122 CNC Turning	2
MAC 124 CNC Milling	2
MEC 110 Introduction to CAD/CAM	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

CERTIFICATE MECHANICAL DRAFTING

The Mechanical Drafting certificate offers students 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.

CERTIFICATE MECHANICAL DRAFTING

Course and Hour Requirements

Required Courses			Credit Hours
DFT	111	Technical Drafting I	2
DFT	112	Technical Drafting II	2
DFT	151	CAD I	3
DFT	152	CAD II	3
DFT	153	CAD III	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 13

**CERTIFICATE
MEDICAL OFFICE ADMINISTRATION
Basic Certificate**

The courses taken in this certificate may be applied toward the Medical Office Administration program.

**CERTIFICATE
MEDICAL OFFICE ADMINISTRATION
Basic Certificate**

Required Courses			Credit Hours
ACA	115	Success and Study Skills	1
OST	131	Keyboarding	2
OST	134	Text Entry and Formatting	3
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
OST	164	Text Editing Applications	3
OST	184	Records Management	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

**CERTIFICATE
MEDICAL OFFICE ADMINISTRATION
Intermediate Certificate**

This intermediate certificate program is designed to be taken after a student has finished the Basic certificate.

All courses taken in the certificate program may be applied toward the Medical Office Administration Associate Degree.

**CERTIFICATE
MEDICAL OFFICE ADMINISTRATION
Intermediate Certificate**

Required Courses			Credit Hours
OST	135	Advanced Text Entry and Formatting	4
OST	148	Medical Coding, Billing and Insurance	3
OST	243	Medical Office Simulation	3
OST	241	Medical Office Transcription I	2
OST	149	Medical Legal Issues	3
OST	136	Word Processing	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

CERTIFICATE NETWORK ADMINISTRATION

The Network Administration certificate is designed for individuals desiring local area network administration skills. Basic network concepts, administration of networks, and fundamental network applications will be studied in this program.

Technology changes at a rapid pace. For this reason, all students who wish to earn the Network Administration certificate must apply for and be accepted into the current certificate program. Upon acceptance, any previously earned, comparable college-level computer course work will be evaluated for transfer credit. The evaluation will compare previous course content to current technology requirements. Therefore, credit will not automatically be extended course for course.

CERTIFICATE NETWORK ADMINISTRATION

Course and Hour Requirements

Required Courses	Credit Hours
CIS 110 Introduction to Computers	3
CIS 130 Survey of Operating Systems	3
NET 110 Data Communication/Networking	3
NET 120 Network Installation/Administration I	3
NET 220 Network Installation/Administration II	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 15

**CERTIFICATE
OFFICE SYSTEMS TECHNOLOGY
Basic Certificate**

The courses taken in this certificate may be applied toward the Office Systems Technology Degree program.

**CERTIFICATE
OFFICE SYSTEMS TECHNOLOGY
Basic Certificate**

Required Courses			Credit Hours
ACA	115	Success and Study Skills	1
OST	131	Keyboarding	2
OST	134	Text Entry and Formatting	3
OST	184	Records Management	2
OST	137	Office Software Applications	2
OST	164	Text Editing Applications	3
OST	286	Professional Development	3
OST	136	Word Processing	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

**CERTIFICATE
OFFICE SYSTEMS TECHNOLOGY
Intermediate Certificate**

This Intermediate certificate program is designed to be taken after a student has finished the Basic certificate.

Courses taken in this certificate may be applied toward the Office Systems Technology Associate Degree program.

**CERTIFICATE
OFFICE SYSTEMS TECHNOLOGY
Intermediate Certificate**

Required Courses			Credit Hours
OST	135	Advanced Text Entry and Formatting	4
OST	236	Advanced Word Information Processing	3
OST	289	Office Systems Management	3
OST	223	Machine Transcription	2
CIS	120	Spreadsheet I	3
OST	122	Office Computations	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

CERTIFICATE PHLEBOTOMY

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

ADMISSIONS PROCESS

Steps 1 through 4 must be completed to be considered for the Fall class.

1. Must meet all College general admission requirements as stated in the Academic Bulletin and Student Handbook.
2. Must complete an official College application declaring interest in Phlebotomy as a major before July 1.
3. Must submit an official high school transcript (showing graduation) or a GED Certificate. Submit other official college transcripts, if any.
4. Must take the Asset Placement Test in English, reading and mathematics. If an applicant is unsuccessful on any section of the Placement Test, he/she should enroll in the appropriate developmental courses prior to being considered for acceptance into the program. Consult the College catalog for placement test exemption criteria.
5. If all steps in the admission process have been satisfactorily completed, the applicants will be ranked for final program acceptance according to the scores on the Asset Placement test or other exemption criteria. In the case of a tie, transcript evaluations and or interviews will be conducted and coordinated through the office of the Director of Admissions. Letters of acceptance will be mailed after July 1.
6. After acceptance into the program, the student must complete a series of Hepatitis-B shots. Also, the student will submit a satisfactory physical examination report from a physician. Forms to be used will be given to the student by the Director of Admissions. The report must include the emotional and mental status of the student. The examination must be within 12 months (one year) prior to entry into the Phlebotomy program.
7. Admission to the Phlebotomy Certificate program will be limited to twenty (20) students per year. Individuals who are not accepted must repeat the application process for admission prior to the next Fall semester.

8. Accepted Phlebotomy Certificate program students must earn a grade of "C" or better in each Phlebotomy course taken to earn the certificate.
9. Accepted Phlebotomy students are required to obtain malpractice insurance. Proof of health insurance or accident insurance is also required. (Malpractice insurance and/or accident insurance may be purchased through the College business office at group rates.)

CERTIFICATE PHLEBOTOMY

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

CERTIFICATE PLUMBING

The Plumbing certificate program offers a "faster tract" for preparing to learn residential plumbing skills 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.

CERTIFICATE PLUMBING

Course and Hour Requirements

Required Courses	Credit Hours
PLU 110A Modern Plumbing	5
PLU 120A Plumbing Applications	5
PLU 140 Introduction to Plumbing Codes	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 12

CERTIFICATE REAL ESTATE

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 qualify for the North Carolina Real Estate Sales and Broker examinations. They should be able to enter apprenticeship training and provide real estate services to consumers in a competent manner.

The following prerequisite has been added to RLS 162 (Fundamentals of Real Estate): Satisfactory College placement test scores in reading and mathematics; or a grade of "C" or higher in RED 090 (Improved College 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.

CERTIFICATE REAL ESTATE

Course and Hour Requirements

Required Courses	Credit Hours
RLS 112 Real Estate Fundamentals	5
RLS 113 Real Estate Mathematics	2
RLS 115 Real Estate Finance	2
RLS 116 Real Estate Law	2
RLS 117 Real Estate Brokerage	4

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 15

CERTIFICATE SCHOOL-AGE CHILDREN

The School-Age Children certificate prepares individuals to work with school-age children in diverse learning environments.

All certificate courses are creditable toward the diploma or Associate degree that the College is approved to offer.

CERTIFICATE SCHOOL-AGE CHILDREN

Course and Hour Requirements

Required Courses	Credit Hours
EDU 131 Child, Family, and Community	3
EDU 145 Child Development II	3
EDU 146 Child Guidance	3
EDU 235 School-Age Development	2
EDU 275 Effective Teacher Training	2
ACA 115 Success and Study Skills	1

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 14

CERTIFICATE SPREADSHEET MANAGEMENT

The Spreadsheet Management certificate is designed for individuals seeking knowledge in the management of data through the use of spreadsheets. Skills acquired will be an advanced knowledge of spreadsheet software including financial data management, numeric analysis and Internet access.

Technology changes at a rapid pace. For this reason, all students who wish to earn the Spreadsheet Management certificate must apply for and be accepted into the current certificate program. Upon acceptance, any previously earned, comparable College-level computer course work will be evaluated for transfer credit. The evaluation will compare previous course content to current technology requirements. Therefore, credit will not automatically be extended course for course.

CERTIFICATE SPREADSHEET MANAGEMENT

Course and Hour Requirements

Required Courses			Credit Hours
ACC	120	Principles of Accounting I	4
CIS	110	Introduction to Computers	3
CIS	120	Spreadsheet I	3
CIS	130	Survey of Operating Systems	3
CIS	172	Introduction to the Internet	3
CIS	220	Spreadsheet II	2

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 18

CERTIFICATE TECHNICAL SUPPORT

The Technical Support certificate is designed for individuals desiring knowledge and skills in configuring, installing and trouble-shooting microcomputer systems (PC), including hardware components, data communications devices, software installation, and Internet access.

Technology changes at a rapid pace. For this reason, all students who wish to earn the Technical Support certificate must apply for and be accepted into the current certificate program. Upon acceptance, any previously earned, comparable College-level computer course work will be evaluated for transfer credit. The evaluation will compare previous course content with current technology requirements. Therefore, credit will not automatically be extended course for course.

CERTIFICATE TECHNICAL SUPPORT

Course and Hour Requirements

Required Courses	Credit Hours
CIS 110 Introduction to Computers	3
CIS 130 Survey of Operating Systems	3
CIS 172 Introduction to the Internet	3
CIS 215 Hardware Installation/Maintenance	3
CIS 216 Software Installation/Maintenance	2
NET 110 Data Communications/Networking	3

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 17

CERTIFICATE WELDING

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.

CERTIFICATE WELDING

Course and Hour Requirements

Required Courses	Credit Hours
WLD 110 Cutting Processes	2
WLD 115B SMAW (Stick) Plate	3
WLD 121 GMAW (Mig) FCA w/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**ACA 115-Success & Study Skills**

Class	Q	2	1
Lab or Shop			
Credit Hours			

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** 3 2 4

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. *This course has been approved to satisfy the Comprehensive Articulation Agreement.*

ACC 121-Prin of Accounting II 3 2 4

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. Prerequisite: ACC 120

ACC 129-Individual Income Taxes 2 2 3

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 1 2 2

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. Prerequisite: ACC 120

ACC 150-Computerized Gen Ledger 1 2 2

This course introduces microcomputer applications related to the major accounting systems.

Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. Prerequisite: ACC 120

ACC 220-Intermediate Accounting I 3 2 4

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 statements. Prerequisite: ACC 121

ACC 221-Intermediate Acct II 3 2 4

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. Prerequisite: ACC 220

ACC 225-Cost Accounting 3 0 3

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. Prerequisite: ACC 121

ACC 269-Auditing 3 0 3

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. Prerequisite: ACC 220

AIR CONDITIONING, HEATING, AND REFRIGERATION**AHR 110-Intro to Refrigeration** 2 6 5

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools

and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

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. Prerequisite: 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 con-

trols, 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

This 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 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 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 0 6 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 0 6 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. Prerequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for Associate in Arts and Associate in Science degrees.*

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. Prerequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for Associate in Arts and Associate in Science degrees.*

ART 171-Computer Art I 0 6 3

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images.

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. Prerequisite: ART 240. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for Associate in Arts and Associate in Science degrees.*

ART 271-Computer Art II 0 6 3

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. Prerequisite: ART 171. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for Associate in Arts and Associate in Science Degrees.*

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 media, materials, and techniques. Prerequisites: Limited to those who have completed a sequence of art courses in the proposed area of study. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for Associate in Arts and Associate in Science Degrees.*

AMERICAN SIGN LANGUAGE**ASL 111-Elementary ASL I 3 0 3**

This course introduces the fundamental elements of American Sign Language. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language.

AUTOMOTIVE BODY REPAIR**AUB 111-Painting and 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. Prerequisite: 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. Prerequisite: 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, and 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 repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. *This is 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. Prerequisite: 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. Prerequisite: 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. Prerequisites: ENG 090, RED 090, or placement. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 163-Basic Anatomy & 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. Prerequisites: ENG 090, RED 090, or placement.

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 interrelation of organ systems with emphasis on the process which maintain

homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Prerequisites: ENG 090, RED 090, or placement.

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. Prerequisite: 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 over-view 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 the 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. Prerequisite: 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 Broadcast
& 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. Prerequisite: 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 hand-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. Prerequisite: 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

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. Prerequisite: 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. Prerequisite: 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 & Mgmt 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 quali-

ties needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CARPENTRY**CAR 110-Introduction to Carpentry 2 0 2**

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111-Carpentry I 3 15 8

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. *This is a diploma-level course.*

CAR 112-Carpentry II 3 15 8

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. Prerequisite: 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. Prerequisite: BPR 130

COMPUTER ENGINEERING TECHNOLOGY**CET 111-Computer Upgrade/Repair I 2 3 3**

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

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 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. Corequisite: 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.* Prerequisites: 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.* Prerequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics*

CIS 113-Computer Basics 0 2 1

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.

CIS 115-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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

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 or OST 137

CIS 130-Survey of Operating Sys 2 3 3

This 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. Corequisite: 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. Prerequisite: CIS 152

CIS 164-DTP Layout & Design 2 2 3

This course introduces the fundamentals of design and page layout. Emphasis is placed on page layout organization, typography, and color. Upon completion, students should be

able to create projects that visually enhance communication. Prerequisite: CIS 110

CIS 169-Business Presentations 1 2 2

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating, hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation. 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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 164

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. Prerequisite: 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. Prerequisite: CIS 110

CRIMINAL JUSTICE

CJC 100-Basic Law Enformt Trn 8 30 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement.*

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 114-Investigative Photography 1 2 2

This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

CJC 120-Interviews/Interrogations 1 2 2

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121-Law Enformnt 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement.*

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 solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and

compare community policing to traditional policing.

CJC 131-Criminal Law 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement.*

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 investiga-

tive 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.

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 115-Work Experience I 1 0 1

This course provides an opportunity for students to discuss cooperative work place experiences as it relates to their program of study. Students will be given an opportunity to discuss co-op assignments and work place experiences with the instructor. Topics emphasized will be developmentally appropriate practices, professionalism, child development, classroom environment, parent-teacher relationships and child guidance. Corequisites: COE 111, COE 112, COE 113, or COE 114

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. Corequisite: 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. Corequisite: 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. Corequisite: 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. Prerequisite: COS 112. Corequisite: 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 apply these cosmetology concepts in the salon setting. Prerequisite: COS 111 and COS 112. Corequisite: COS 116

COS 116-Salon III 0 12 4

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. Prerequisite: COS 112. Corequisite: 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. Corequisite: 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. Corequisite: COS 117

COMPUTER SCIENCE**CSC 138-RPG Programming 2 3 3**

This course introduces computer programming using the RPG programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debut RPG language programs.

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 238-Advanced RPG 2 3 3

This course is a continuation of CSC 138 using RPG with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. Prerequisite: CSC 138

CSC 239-Advanced Visual Basic 2 3 3

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 241-Advanced Visual C++ 2 3 3

This course is a continuation of CSC 141 using Visual C++ with object-oriented programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-programs, interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 248-Adv Internet Progr 2 3 3

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

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**DDF 221-Design Drafting Project 0 4 2**

This course incorporates ideas from concept to final design. Topics include reverse engineering, design for manufacturability, and mock-up construction. Upon completion, students should be able to generate working drawings and models based on physical design parameters. Prerequisites: DFT 111, DFT 112, and DFT 151

DDF 252-Solid Models & Rendering 3 2 4

This course introduces three-dimensional solid modeling and design software. Topics include parametric design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create three-dimensional solid models using parametric design, generate two-dimensional views, and render three-dimensional models.

DFT 111-Technical Drafting I 1 3 2

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 112-Technical Drafting II 1 3 2

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. Prerequisite: 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. Prerequisite: DFT 151

DFT 153-CAD III 2 3 3

This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models.

DFT 218-Industrial Sys Schematics 1 2 2

This course covers the reading and drawing of schematics and diagrams. Emphasis is placed on water and gas plumbing, hydraulic and pneumatic circuits, electrical circuits, and welding diagrams. Upon completion, students should be able to interpret and construct industrial schematics and diagrams.

DFT 231-Jig & Fixture Design 1 2 2

This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture. Prerequisites: DFT 112 and MEC 210, MEC 250, or MEC 252

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement.*

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.*

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. Top-

ics 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 introduce 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 119-Early Childhood Ed 3 2 4

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

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 pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145-Child Development II 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.

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 235-School-Age Dev & Program 2 0 2

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 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 111, EDU 112

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 262-Early Childhood Admin II 3 0 3

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans. Prerequisite: EDU 261.

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 comple-

tion, 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-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. Prerequisite: 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. Prerequisite: 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, contractors, 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 Cod 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. Corequisite: 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. Corequisites: ELC 112 or 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. Prerequisite: 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.

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. Prerequisite: 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. Prerequisite: 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 circuit using related equipment. Prerequisite: ELN 232

ENGLISH

Initial student placement in development 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: ENG 080 or Placement. Corequisite: ENG 080

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: ENG 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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. Prerequisite: ENG 125. *This course has been approved to satisfy the Comprehensive Articulation Agreement for*

transferability as a premajor and/or elective course requirement.

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.* Prerequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report. This course may contain the DOI course, COD 3101 and COD 3120 and will enable the successful completor to participate in the state certification exam for the Level Fire Inspector.

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 164-OSHA Standards 2 0 2

This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion,

students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 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 221-Adv Fire Fighting Strat 3 0 3

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

FIP 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 231-Chem of Hazardous Mat II 4 2 5

This course covers hazardous materials characterization, properties, location, handling and response guidelines, hazard survey principles, and other related topics. Topics include radiation hazards, instruments, inspections, and detection of the presence of hazardous materials in industrial/ commercial occupancies. Upon completion, students should be able to inspect chemical/radioactive sites and use on-site visits to gasoline and/or LPG storage facilities/chemical plants to develop a pre-plan.

FIP 232-Hydraulics & Water Dist 2 2 3

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

FIP 236-Emergency Management 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, 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 121-Western Civilization I 3 0 3

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle-Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122-Western Civilization II 3 0 3

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and the cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131-American History I 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 developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 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 basic 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 then are of interest to Southern History. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

HEALTH SCIENCES**HSC 110-Orientation to Health Careers 0 0 1**

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

HSC 120-CPR 0 2 0 1

This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.

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. *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

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 to the periods studied. Prerequisite: 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 support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

ISC 221-Statistical Quality 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, MGQA, 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.

INTERNET TECHNOLOGIES

ITN 110-Intro to Web Graphics 2 2 3

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

ITN 120-Intro Internet Multimedia 2 2 3

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conver-

sion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

ITN 130-Web Site Management 2 2 3

This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance.

ITN 140-Web Development Tools 2 2 3

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

ITN 150-Internet Protocols 2 2 3

This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet as well as setup and maintain these protocols.

ITN 170-Intro to Internet Databases 2 2 3

This is the first to two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet database, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.

ITN 180-Active Server Programming 2 2 3

This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

ITN 210-Advanced Web Graphics 2 2 3

This course is the second of two courses covering web graphics. Topics include graphics acquisition using scanners and digital camera, graphics optimization, use of masks, advanced special effects, GIF animation, and other related topics. Upon completion, students should be able to create graphics that are optimized for size and graphic file type, properly converted from digitized sources and create useful animated graphics. Prerequisite: ITN 110

ITN 220-Adv Internet Multimedia 2 2 3

This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.

ITN 240-Internet Security 2 2 3

This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

ITN 250-Implement Internet Serv 2 2 3

This course covers the set up and configuration of news, mail, ftp, and WWW services. Topics include selection and installation of software to support common Internet services and related topics. Upon completion, students should be able to install and configure the most commonly used Internet service software. Prerequisite: ITN 130

ITN 260-Intro to E-Commerce 2 2 3

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, security transactions, used and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working e-commerce Internet web-site.

ITN 280-Unix Internet Prog 2 2 3

This course presents advanced concepts and features of the UNIX operating system as they pertain to Internet programming. Topics will include process control, shell-programming and scripts, advanced search techniques, power user utilities and programming for Internet service maintenance. Upon completion, students should be able to successfully perform various Internet-related UNIX programming tasks.

ITN 290-Emerging Technologies 2 2 3

This course will expose students to emerging technologies in the field of Internet Technologies. Emphasis is placed on the new technologies in the Internet related field. Upon completion, students should be aware of the emerging technologies of Internet Technologies.

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 machining, 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. Prerequisite: 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. Prerequisite: 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. Prerequisites: MAC 111 or Instructor approval

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. Prerequisites: MAC 122 or Instructor approval

MATHEMATICS

Initial student placement in development 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. Corequisite: 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. Corequisite: RED 080

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: MAT 070. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 140A-Survey of Mathematics Lab 0 2 1

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Prerequisite: MAT 070. Corequisite: MAT 140. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/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. Prerequisite: MAT 080. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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. Prerequisite: MAT 141. *This course has been approved to satisfy the comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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. Prerequisite: 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 problems, apply critical thinking, work in teams, and communicate effectively. Prerequisite: MAT 080. Corequisite: MAT 151. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

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 applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. Prerequisite: MAT 080. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics for the Associate in Arts Degree.*

MAT 162-College Trigonometry 3 0 3

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. Prerequisite: MAT 161. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics for the Associate in Arts Degree.*

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. Prerequisite: MAT 080. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 171A-Precalculus Algebra Lab 0 2 1

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/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, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Prerequisite: MAT 171. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 172A-Precalculus Trig Lab 0 2 1

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/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 science/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 science/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. Prerequisite: MAT 271. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 273-Calculus III 3 2 4

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. Prerequisite: MAT 272. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/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. Prerequisite: MAT 272.

MECHANICAL

MEC 110-Intro to CAD/CAM 1 2 2

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. Prerequisite: 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. Prerequisite: WLD 112 and MEC 111.

MEC 172-Intro to Metallurgy 2 2 3

This course covers the production, properties, testing, classification, microstructure, and heat-testing 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 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 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. Prerequisite: 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.

MIT 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 environ-

ment. 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. Prerequisite: 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 selected maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 150-Basic Building Maintenance 1 3 2

This course introduces the basic skills of building maintenance. Topics include basic carpentry and masonry skills including forming, framing, laying block to a line, repairing, and other related topics. Upon completion, stu-

dents should be able to perform basic carpentry and masonry skills in a maintenance setting.

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. Corequisite: 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 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 125-Routing and Switching I 1 4 3

This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types.

NET 126-Routing and Switching II 1 4 3

This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router con-

figuration files, as well as enable, verify, and configure IP addresses. Prerequisite: NET 125

NET 145-Introduction to Linux 2 2 3

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NET 155-Linux System Admin 2 2 3

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network. Prerequisite: NET 145

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 print 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 235-Network/Troubleshooting 2 2 3

This course covers principles and techniques of troubleshooting hardware and software problems in a local area network. Topics include tools and methods, physical layer problems, server problems, and client problems. Upon completion, the student should be able to perform baseline LAN monitoring and to resolve common local area network problems. Prerequisite: NET 110

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 broadband 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. Prerequisite: 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. Prerequisite: 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 270-Scalable Networks Design 1 4 3

This course covers principles and techniques of scalable networks. Topics include building multi-layer networks, controlling overhead traffic in growing routed networks, and router capabilities used to control traffic over LANs and WANs. Upon completion, students should be able to design; implement; and improve traffic flow, reliability, redundancy, and performance in enterprise networks.

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, installa-

tion, 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. Prerequisite: 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. Prerequisite: NUR 101. *This is a diploma-level course.*

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. Prerequisite: NUR 102. *This is a diploma-level course.*

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. Prerequisite: Admission to the Associate Degree Nursing

program. Corequisites: 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. Prerequisite: 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 A.D.N. program at the level of the generic student. Prerequisites: Enrollment in Nursing Transition program and current North Carolina LPN license.

**NUR 191-Selected Topics
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. Corequisite: 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. Corequisite: 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, Herzberg, 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" or 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 2 2 3

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.

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. Prerequisite: 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. Prerequisite: 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.

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 Administration program.*

OST 149-Med Legal Issues 3 0 3

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. *This course is a unique concentration requirement in the Medical Office Administration program.*

OST 155-Legal Terminology 3 0 3

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and demonstrate an understanding of the use of these legal terms.

OST 156-Legal Office Procedures 2 2 3

This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. Prerequisite: OST 134

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 2 2 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.

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 tran-

scription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance. Prerequisite: 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. Prerequisite: 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 135 or 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. Prerequisite: 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. Prerequisite: OST 148. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 252-Legal Transcription I 1 2 2

This course provides experience in using the transcriber to produce legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on operating the transcriber, developing listening skills to translate the audio into hard copy, and producing mailable documents. Upon completion, students should be able to transcribe legal forms and documents with reasonable accuracy. Prerequisites: OST 134 or OST 136 and OST 155. *This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program*

OST 286-Professional Development 3 0 3

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 164 and either OST 134 or OST 136

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. Prerequisite: 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. Empha-

sis 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. Prerequisite: 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, life-long 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. Prerequisite: PED 111

PED 113-Aerobics I 0 3 1

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercises. 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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 122-Yoga I 0 2 1

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 123-Yoga II 0 2 1

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been*

approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course.

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: PED 130

PED 141-Tumbling and Gymnastics 0 2 1

This course introduces basic tumbling and gymnastic techniques. Topics include the safe

use of gymnastics 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. Prerequisite: 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. Prerequisite: 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 strat-

egy. 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. Prerequisite: 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. Prerequisite: PED 111 or Departmental approval

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. Prerequisite: PED 111 or Departmental approval

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. Prerequisites: 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. Prerequisite: 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 judgements 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. Prerequisite: 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 studies 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. Prerequisite: 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 or MAT 171 and MAT 171A. *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. Prerequisite: 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. Prerequisite: MAT 271. Corequisite: 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 models to introduce the fundamental con-

cepts 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. Prerequisites: 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 118-Interpersonal Psychology 3 0 3

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 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 behavioral, 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. Prerequisite: 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 perspective 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. Prerequisite: 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. Prerequisite: PSY 150. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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 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. Prerequisite: 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 pro-

cedures 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. Prerequisite: 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. Prerequisite: 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 pro-

gram and conduct a critical review of images. Prerequisite: RAD 251. Corequisite: 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. Prerequisite: RAD 251. Corequisite: 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. Prerequisite: 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 matters 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 on 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 stated. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education on 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 on 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 on 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 promot-

ing any particular group's religious beliefs. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education on 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 on core requirement in humanities/fine arts.*

REAL ESTATE**RLS 112-Real Estate Fundamentals 5 0 5**

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales. 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 60; 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 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

RLS 117-Real Estate Brokerage 4 0 4

This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: Real estate brokerage, finance and sales, RESPA, fair housing issues, selected North Carolina Real Estate License Law and North Carolina Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law, and finance. Prerequisite: RLS 112

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 the 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. Prerequisite: 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. Corequisite: 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 spoken and written Spanish, and to demonstrate cultural awareness. Prerequisite: SPA 181. Corequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: SPA 182. Corequisite: 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 sophistication. Prerequisite: SPA 181. Corequisite: 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 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. Prerequisite: 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. Prerequisite: WLD 131

WLD 141-Symbols and Specifications 2 2 3

This course introduces the basic symbols and specifications used 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. Prerequisite: WLD 115

CONTINUING EDUCATION PROGRAMS (NON-CREDIT)



STRATEGIC VISION (Statement of Purpose)

Continuing Education, in partnership with business and industry and community agencies, strengthens the economic, civic, and cultural life in Cleveland County. The Unit does this by offering a variety of courses and programs which meet the needs of people beyond compulsory school age whose major occupation may not be that of a full time student. Broad categories of services are workforce development, economic development, basic skills and literacy education, and quality of life enhancement.

Goals:

1. Lead the College in refining the Continuing Education Plan which addresses four major areas: workforce development (training and retraining), economic development (services to business and industry), basic skills and literacy education, and quality of life enhancement (cultural and leisure programming).
2. Continuously evaluate instructional and program effectiveness.
3. Continue refinement of student support services such as registration, student records, and student information.
4. Provide leadership that promotes systems thinking to ensure a more effective Student Information System.
5. Continue staff development that encompasses current national trends and issues by providing specific training for Continuing Education team needs and which results in a Continuing Education identity.
6. Identify and acquire human and fiscal resources to meet student needs.
7. Continuously evaluate College/community partnerships and events to improve and expand services to students and the community.

CONTINUING EDUCATION COURSES

The Continuing Education Unit promotes the concept of life-long learning opportunities by providing meaningful educational courses that will help adults meet occupational and professional goals and fulfill social and personal needs.

ADMISSION

Adults, 18 years of age or older, are eligible to participate in Continuing Education classes. High School students, 16 and 17 years old, may enroll in a course with written permission from their high schools.

REGISTRATION

A student may register for a continuing education class either in person or by mail. To register in person, come to the Continuing Education Office and complete a registration form. To register by mail, complete a registration form which is included with advertising and mail it to the Continuing Education Department. All registration must be completed at least one week prior to the beginning date of the class. Registration is on a first come, first served basis. Some class enrollment may be limited. A student will not be registered unless the appropriate fees accompany the registration form.

REGISTRATION FEES

Fees for occupational extension are set by the North Carolina Legislature. Community services class 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. Students are responsible for buying supplies and materials as necessary.

REFUNDS

The College may refund registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive 75% refund.

This refund is limited to the registration fee and does not include accident insurance, liability insurance, textbooks, or supplies.

ATTENDANCE

Students are expected to attend class regularly. Attendance records are maintained by instructors. Insufficient enrollment or attendance will result in cancellation of the class.

COURSE REPETITION POLICY

Continuing Education students may enroll in a course as many times as necessary to accomplish their personal, educational/training goals provided they continue 1) to show progress, 2) do not prohibit other students from participating, 3) pay the appropriate fees and 4) do not violate North Carolina Department of Community College policy.

Students who take the same Occupational Extension course more than twice are required to pay for the actual cost of the course. This applies if the course is repeated within a five-year period since September 1, 1993. Courses taken for certification, licensure, or recertification are exempt from this policy.

RELEASE OF CONTINUING EDUCATION TRANSCRIPTS

Written consent from the student is required before a transcript may be released from the Continuing Education Department. The student may do this by filling out a Continuing Education Transcript Release Form, or by a written request from the student.

CLASS LOCATIONS

Many of the Continuing Education classes are held on the campus at Cleveland Community College. Other classes 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 in Cleveland County whenever a sufficient number of prospective class members indicates an interest.

CERTIFICATES

Certificates are awarded to students who successfully complete the requirements of the class and are given for certification, state testing, and documentation of training, when requested by the instructor or student.

CONTINUING EDUCATION UNITS (CEUs)

The Southern Association of Colleges and Schools, of which Cleveland Community College is an accredited member, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses, and programs. One Continuing Education Unit will be awarded for each ten (10) contact hours of instruction that will be determined prior to the beginning of the class.

OCCUPATIONAL EXTENSION CLASSES

Occupational classes help adults build their job skills or knowledge. These classes are held on campus or in the workplace. Business, industry, and public service organizations have benefited from their employees' development through occupational courses. Some examples of occupational-oriented courses are:

Auto Safety Inspection	Funeral Service
Building Contractor's Code	Geriatric Care
Computer Applications	Law Enforcement
Effective Teacher Training	Nursing Assistant I & II
Electrical Contractor Renewal	Notary Public
Emergency Medical Services	Tanning Bed Operator Training
EPA Refrigerant Certification	Teacher Renewal Credit
Fire Fighting	Total Quality Management

COMMUNITY SERVICE CLASSES

Lifelong Learning courses help adults broaden their talents, stimulate their creativity, develop new skills, improve themselves, and just have fun. Examples of these courses include:

Cake Decorating	Painting
Calligraphy	Photography
Ceramics	Picture Framing
Computer Classes	Quilting
Crafts	Real Estate License Renewal
Doll making	Sewing
Floral Design	Sign Language
Genealogy	Stained Glass
Investing	Upholstery

NEW AND EXPANDING INDUSTRY TRAINING

The purpose of the New and Expanding Industry Training (NEIT) Program is to provide customized training assistance in support of new, full-time production positions created in Cleveland County. New and Expanding Industry Training enhances the growth potential of area industries while preparing the area workforce with the skills essential for successful employment in emerging industries.

Companies that create 12 or more new production jobs in excess of their previous three-year maximum level are eligible for assistance through the New and Expanding Industry Training Program. NEIT may provide training needs assessment, program development, instructional costs, and training delivery for new, frontline production personnel and their supervisors. There is no charge to the company for New and Expanding Industry Training.

FOCUSED INDUSTRIAL TRAINING

Focused Industrial Training (FIT) programs provide for customized training and services for manufacturing industries in our service area. Companies that manufacture products and/or process industrial materials are eligible for Focused Industrial Training and services. FIT programs are directed toward skilled and semi-skilled production workers, industrial maintenance workers, and leaders of personnel who perform industrial processes. A registration is assessed for participants in Focused Industrial Training program classes.

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 (ABE)

(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. Learn-

ing 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 (AHS)

(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:

English4 units
Social Studies3 units
Mathematics3 units
Science3 units
Electives7 units
N.C. Competency Test (Passing Scores)	

Upon completion of the Adult High School Program, graduates may apply to 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 (HRD)

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 HRD 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 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 3:00 PM, Monday through Friday. Off-campus classes may be arranged on a short or long-range schedule as needed. All HRD classes are FREE.

ENGLISH AS A SECOND LANGUAGE (ESL)

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 (SBC)

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 are presented including How To Start A Small Business, How To Write A Business Plan, Small Business Record-keeping and Taxes, Financing Your Small Business, and Advertising and Marketing Your Small Business, just to list a few. For more information, call the Small Business Center Director at 484-4146.

CLEVELAND COMMUNITY COLLEGE

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STUDENT GOVERNMENT ASSOCIATION PRESIDENT (EX-OFFICIO)

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PERSONNEL OF THE COLLEGE (FULL-TIME)

OFFICE OF THE PRESIDENT

- PresidentL. 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 PresidentPat Anderson (1981)
Appalachian State University
Cleveland Community College
B.A., University of South Carolina at Spartanburg

GENERAL ADMINISTRATION

- Assistant to the President,
Planning and Institutional Effectiveness . . .Dorothy P. McIntyre (1970)
A.A., Gardner-Webb College
B.A., Limestone College
M.Ed., University of North Carolina at Charlotte
Ed.S., Appalachian State University
CAGS, Ed.D., Virginia Polytechnic Institute and State University
- Planning AssociateLori Ann Hardin (2000)
A.A., Cleveland Community College
B.A., University of North Carolina at Charlotte
- Executive Director of the FoundationU.L. Patterson, III. (1997)
A.S., Wingate Jr. College
B.A., Wofford College
- Secretary, FoundationSeverne Budd (1992)
B.S., Livingstone College

FINANCE/ADMINISTRATIVE SERVICES

- Vice President, Finance/
Administrative ServicesTommy C. Greene (1983-1992)
A.A., Cleveland Technical College (1999)
B.A., Limestone College
M.B.A., Winthrop College
- Comptroller/Office ManagerSusan Greer (1994)
A.A.S., Cleveland Community College
Gardner-Webb University

- Accounting TechnicianBeth McDaniel (2000)
A.A.S., Cleveland Community College
Wingate College
- Director, Campus SecurityClyde Q. Adams (1994)
24 years experience with Shelby Police Department
- Purchasing OfficerKay Allen (1979)
A.A.S., Cleveland Community College
B.S., Limestone College
- Manager, College StoreLydia McSwain (1986)
A.A.S., Cleveland Community College
- Printshop TechnicianLaura Bowen (1999)
Cleveland Community College
- ReceptionistPat Eaker (1995)
Cleveland Community College
- Cashier/SecretaryDonna Griggs (1995)
A.A.S., Cleveland Community College
- Secretary/Purchasing AssistantLisa Hamby (1995)
A.A.S., Cleveland Community College
B.S., Gardner-Webb University
- Evening ReceptionistLorraine Borders (2000)
- Director, Information Systems/PersonnelHugh 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 AdministratorPhyllis Haynes (1985)
A.A.S., Cleveland Technical College
Gardner-Webb University
University of North Carolina at Charlotte
- Network AdministratorRobin Dyer (1994)
A.A.S., Cleveland Community College
B.S., Gardner-Webb University
Appalachian State University
- Computer Network SpecialistBruce Wilson (1997)
A.A.S., Cleveland Community College
B.A., Gardner-Webb University
Certified A+ Service Technician
Microsoft Certified Professional

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)
Maintenance	Michael Moore (1999)
Maintenance/Groundskeeper	John Seagle (2000)
Maintenance/Groundskeeper	Ron Wilson (2000)
Housekeeper	Linda Black (1977)
Housekeeper	Jessie J. Lott (1975)
Housekeeper	Nancy Mintz (1995)
Housekeeper	Barbara F. Smarr (1988)
Housekeeper	Dorothy Surratt (1976)
Housekeeper	Lucille Wilson (1992)
Housekeeper	Patricia Wilson (1976)

CONTINUING EDUCATION

Vice President, Continuing Education	Barbara Greene (1989)
B.S., Gardner-Webb College	
M.A., Gardner-Webb College	
Director, Occupational Extension	Chris Nanny (1993)
B.S., Appalachian State University	
M.S., NC A&T State University	
UNC Greensboro	
Director, Small Business Center	Bee Strain (1999)
B.A., Wofford College	
Dean, Basic Skills Programs	Rosaline Hunt (1976)
B.S., Fayetteville State University	
Western Carolina University	
M.A., Appalachian State University	
Ed.S., Appalachian State University	
GED Chief Examiner/Recruiter	Danny Dedmon (1986)
A.G.E., Cleveland Technical College	
B.A., Limestone College	
M.S., North Carolina A&T State University	
Program 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 Sharpe (1976)
 A.A.S., Cleveland Technical College
 B.S., Gardner-Webb College
- Emergency Training Center Coordinator James Hensley (2000)
 EMT, Cleveland Community College
 National Fire Academy
 NC DOI Certified Fire Instructor
 NC Certified Paramedic Instructor/Coordinator
 NC Certified State Examination Proctor
 NC Probationary Level III Fire Inspector
 Davidson County Community 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
 B.S., 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

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
- Assistant Registrar Shaunda Leonhardt (1995)
 A.A.S., Cleveland Community College
 A.A., Cleveland Community College
 B.A., University of North Carolina at Charlotte
- Admissions Counselor Nedra Maddox (2000)
 B.A., North Carolina State University
- Director, Public Information &
 Grants Development Shannon Kennedy (2000)
 B.S., Millersville University
 M.A., Gardner-Webb University
- Director, Financial Aid Andy Gardner (1997)
 A.A., Cleveland Community College
 B.S., Gardner-Webb University
- Technician, Financial Aid Sherri Jackson (1994)
 Secretarial Diploma, Kings College
 A.A.S., Cleveland Community College
 Gardner-Webb University
- Secretary, Financial Aid
 A.A.S., Cleveland Community College
- Secretary, Student Services Jennifer Gold (1995)
 A.A.S., Cleveland Community College
 B.S., Gardner-Webb University
- Secretary, Student Services Audrea Poston (1993)
 A.A.S., Cleveland Community College
- Secretary, Student Services Kelly Rauf (1999)
 A.A.S., Cleveland Community College
 Gardner-Webb University

ACADEMIC PROGRAMS

- Vice President, Academic ProgramsRonald 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
 Cambridge University
- Dean, Arts/Sciences/
 Public ServicesJean Francis (1971)
 A.A.S., Cleveland Technical College
 B.S., Limestone College
 M.A., University of South Carolina
 University of North Carolina at Charlotte
- Dean, Business TechnologiesMadge Wray (1971)
 B.S., North Carolina A and T University
 M.A., Winthrop College
- Dean, Vocational/
 Engineering Technologies
- Occupational Studies Admissions
 CounselorShellie Hamrick-White (1989)
 B.A., Gardner-Webb College
- Director, LibraryBarbara McKibbin (1991)
 B.A., Gardner-Webb College
 M.S.L.S., University of North Carolina at Chapel Hill
- Librarian, Reference/Public ServiceNettie Durrant (1980)
 B.S., Winston-Salem State University
 M.L.S., North Carolina Central University
 Appalachian State University
- Technical Services LibrarianElizabeth Stone (1996)
 B.A., Erskine College
 M.L.I.S., University of North Carolina at Greensboro
- Library TechnicianEllen Williams (2001)
 A.A.S., Cleveland Cleveland Community College
- Coordinator, Audiovisual ServicesDanny Morton (1986)
 A.A., Isothermal Community College
 University of North Carolina at Charlotte
 A.A.S., Cleveland Technical College

- Office Manager (Academic Programs) 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

FACULTY

- Deborah Baughn (1999) Instructor, Associate Degree Nursing
 B.S.N., University of North Carolina at Chapel Hill
- Greg Bolich (1993) Instructor, Psychology/Humanities/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
- Barry Boyles (1998) Instructor, Anatomy & Physiology
 B.A., Lenoir-Rhyne University
 D.C., Life Chiropractic College
- Jana Bridges (1992) Instructor, Academic Support Center
 B.S., Applachian State University
- 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
 Ph.D., University of South Carolina at Columbia
- Barbara Chavis (2000) Coordinator, Academic Support Center
 B.A., Pembroke State University
 M.A., Appalachian State University
- Jeanette Cheshire (2001) Director, Associate Degree Nursing
 A.A.S., Western Piedmont Community College
 B.S.N., University of North Carolina at Chapel Hill
 M.P.H., University of North Carolina at Chapel Hill
- Kay Chitty (2000) Instructor, Mathematics
 B.A., University of North Carolina
 M.A., University of North Carolina at Charlotte

- Pam Collins (1993)Instructor, Information Systems
B.S., East Carolina University
M.A., 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 (1997)Instructor, Biology
B.S., Appalachian State University
M.S., University of North Carolina at Charlotte
- Debra P. Duncan (1998)Instructor, Associate Degree Nursing
R.N., Western Piedmont Community College
B.S.N., Winston-Salem State University
Certified Psychiatric Mental Health Nurse by ANCC
- 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
Licensed Electrical Contractor
30 Years Electrical Experience
- Theresa Gauthier (1996)Instructor, Mathematics
B.A., University of Missouri
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
M.A., Appalachian State University
Western Carolina 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
 M.S.N., University of North Carolina at Greensboro
- Irene Henline (1995)Instructor, Associate Degree Nursing
 B.S.N., Lenior Rhyne College
 M.S.N., University of North Carolina at Greensboro
- 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
- Linda Kay Johnson (1998)Instructor, Associate Degree Nursing
 B.S.N., Clemson University
 M.S.N., University of North Carolina at Greensboro
- 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)
 University of Iowa
 University of Montevallo
- Lawrence King (2000)Instructor, History/Religion
 B.A., Florida State University
 M.C.M., Southwestern Seminary
 M.L.A., Winthrop University
 Gardner-Webb University
- Phoua Kue (1999)Instructor, Cosmetology
 D. Burke Academy of Cosmetic Art
 A.A. Western Piedmont Community College
 B.S., Gardner-Webb University

- Virginia Neal (1999)Program Coordinator, Cosmetology
D. Bonar Beauty College
Isothermal Community College
- Claman Parker (1989)Instructor, Carpentry
10 years experience in carpentry
- Frank T. Polk (1992)Program Coordinator, Criminal Justice
B.A., Appalachian State University
M.A., Winthrop University
Western Carolina 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
32 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
32 years experience in automotive service
B.S., Western Carolina University
ASE Certified Master Technician
I-Car Certified
- Phil Reid (1993) . Department Head, Information Systems Technology
B.S., Gardner-Webb University
M.A., Applachian State University
- Bruner Remy (1999)Instructor, Accounting
B.A., Wingate College
B.S., Gardner-Webb University
M.B.A., Gardner-Webb University
Winthrop University
- Sherry Rogers (2000)Instructor, Mathematics
B.M., Methodist College
B.S., Methodist College
M.A.T., Fayetteville 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
 Center for Creative Leadership Certificate

- Alease Rousseau (1999)Department Head, Radiography
 A.A., Wilkes Community College
 D. Wilkes Hospital School of Radiologic Technology
 B.S., Gardner-Webb University

- Becky Parrish-Sain (1990) .Program Coordinator, Marketing/Retailing
 A.A.S., Cleveland Technical College
 B.S., Winthrop College
 M.A., Gardner-Webb University
 University of North Carolina at Charlotte

- Danny Scruggs (1983)Instructor, Information Systems
 A.A.S., Cleveland Community College
 B.S., Appalachian State University
 M.A., Appalachian State University

- Joseph M. Southards (1981)Department Head,
 Mathematics and Science
 B.S., Gardner-Webb College
 M.A., Appalachian State University

- June Steele (1999)Instructor, Associate Degree Nursing
 A.S.N., DeKalb College
 B.S.N., Winston-Salem State University

- Barbara Taylor (1974)Department Head, Liberal Arts
 B.S., Mississippi University for Women
 M.A., Appalachian State University
 University of Southern Maine
 University of South Carolina

- Dale VanPelt (1998)Instructor, Air Conditioning,
 Heating, & Refrigeration
 Diploma, Gaston College

- Brett Wallen (1998)Instructor, English
 B.A., Gardner-Webb University
 M.A., University of North Carolina at Charlotte

- Tom Whitaker (1993)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
.....Coordinator, Broadcasting and Production
Technology/Cable Access Channel
.....Coordinator, Prison Programs

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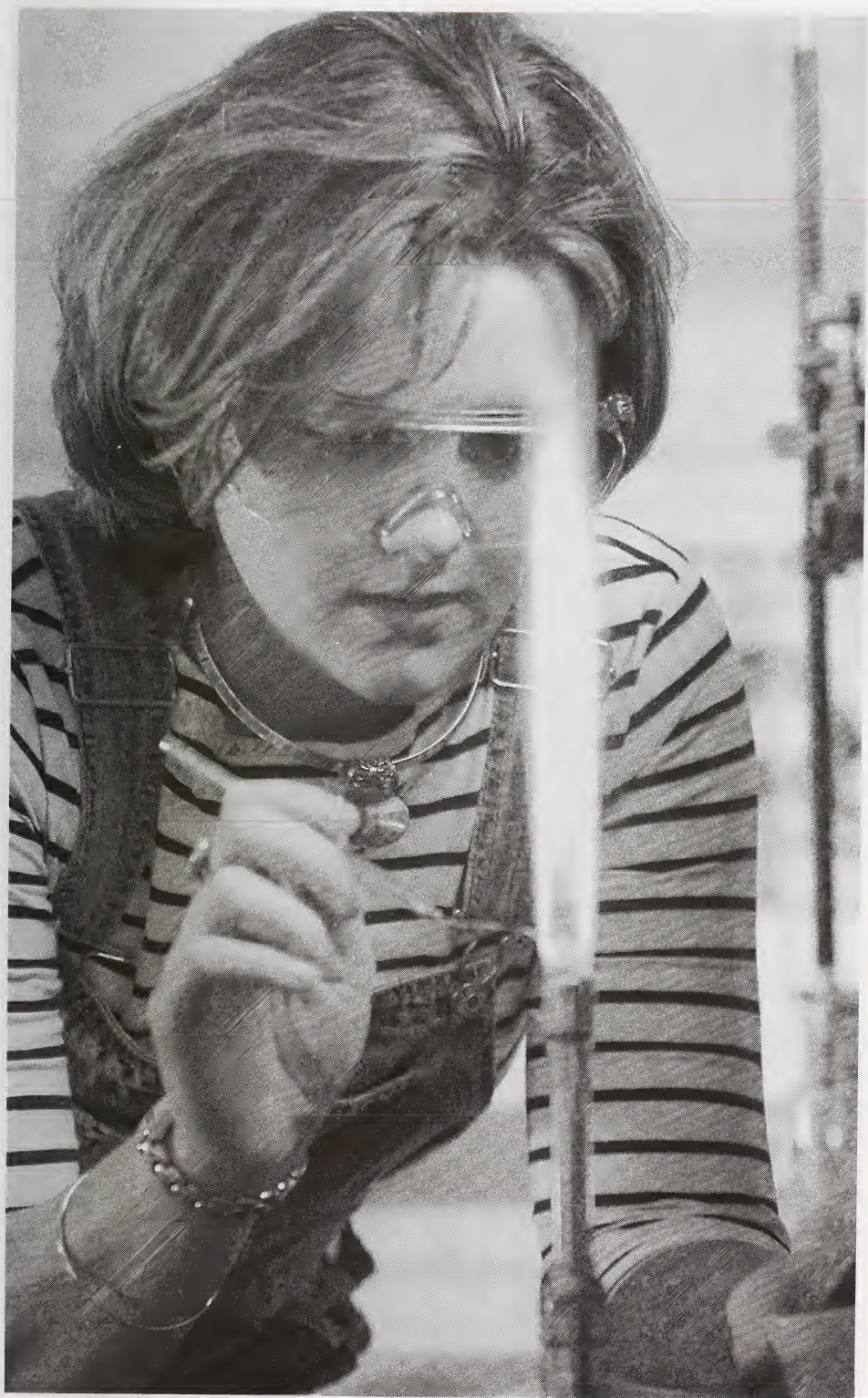
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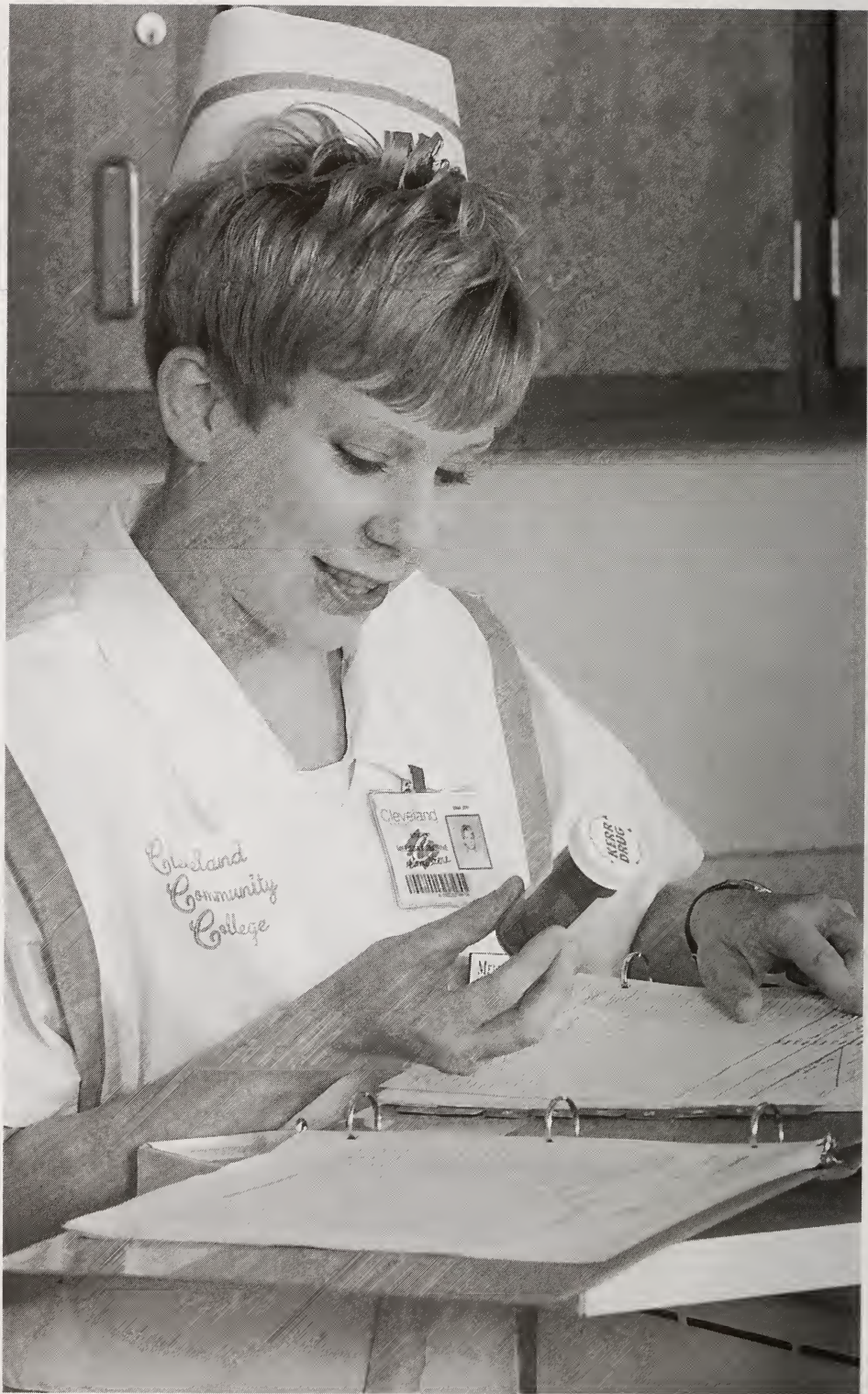














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