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COASTAL CAROLINA COMMUNITY COLLEGE



Catalog 1997-98

PURPOSE OF COASTAL CAROLINA COMMUNITY COLLEGE

Coastal Carolina Community College is an "open door" community college serving the residents of eligible age in Onslow County and surrounding areas. Coastal acknowledges and values cultural, gender, racial and ethnic diversity and is dedicated to providing access to quality educational programs regardless of disability or previous educational attainment within the limits of available resources. The curriculum programs are designed to provide college transfer, technical, and vocational education. The continuing education offerings are designed to provide occupational skill training, basic skills and community service education. With these educational offerings, plus other training and development activities coordinated by the college, Coastal promotes the economic development of Onslow County.

EXTENDED STATEMENT OF PURPOSE

*To provide courses in the arts and sciences that will lead to an associate degree, transfer to a senior institution, fulfill related course requirements in certain occupational curricula, or provide general education enrichment.

*To provide job entry technical education in the applied sciences, a vocational education in the Trades which lead to an associate degree, diploma or certificate.

*To provide student-centered, pre-college credit program of developmental instruction to prepare students for admission to college transfer, technical and vocational curricula.

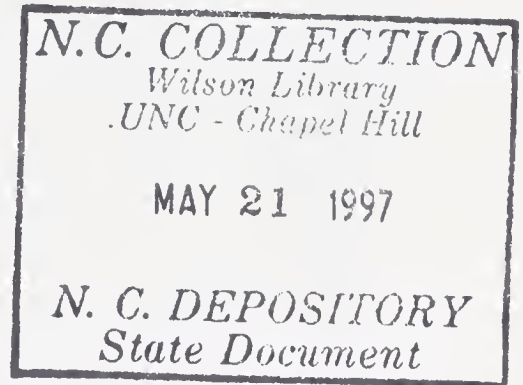
*To provide for the continuing education needs of business/industry and the community through occupational training/retraining and basic skills enhancement.

*To provide for the personal enrichment of Onslow County residents through cultural presentations and community based avocational offerings.

*To provide support services that ensure convenient facilities, together with student services, library support, administrative procedures and resources that afford the greatest assurance of student success.

*To provide an aggressive program of economic development activities and training in coordination with the Economic Development Commission, Chamber of Commerce, Committee of 100, Small Business Administration, Employment Security Commission, the major military commands in the area, and other agencies directly involved in economic development that will attract new jobs to Onslow County and encourage the creation/expansion of employment opportunities within the County.

**CATALOG
ANNOUNCEMENT OF COURSES
AND PROGRAMS
FOR
1997-98**



**COASTAL CAROLINA
COMMUNITY COLLEGE**

**444 WESTERN BOULEVARD
JACKSONVILLE, NORTH CAROLINA 28546
TELEPHONE: 910-455-1221**

**AN EQUAL OPPORTUNITY INSTITUTION
A SECTION 504/ADA COMPLIANCE INSTITUTION**

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**COASTAL CAROLINA COMMUNITY COLLEGE
ACADEMIC CALENDAR**

**SUMMER SEMESTER 1997-1998
(10 WEEK SESSION)**

FULL SESSION

JUNE 3	CLASSES BEGIN
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 11	LAST DAY TO WITHDRAW WITHOUT GRADE OF 'F'
JULY 30	INCOMPLETES FROM PREVIOUS QUARTER DUE
AUGUST 12	SUMMER SEMESTER ENDS

**FIRST SPLIT SESSION
(5 WEEK SESSION)**

JUNE 3	CLASSES BEGIN
JUNE 20	LAST DAY TO WITHDRAW WITHOUT GRADE OF 'F'
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 8	FIRST SPLIT SESSION ENDS

**SECOND SPLIT SESSION
(5 WEEK SESSION)**

JULY 9	CLASSES BEGIN
JULY 28	LAST DAY TO WITHDRAW WITHOUT GRADE OF 'F'
JULY 30	INCOMPLETES FROM PREVIOUS QUARTER DUE
AUGUST 12	SECOND SPLIT SESSION ENDS

FALL SEMESTER 1997-98

AUGUST 21	CLASSES BEGIN
SEPTEMBER 1	LABOR DAY HOLIDAY
OCTOBER 24	LAST DAY TO WITHDRAW WITHOUT GRADE OF 'F'
NOVEMBER 11	VETERANS DAY HOLIDAY
NOVEMBER 21	INCOMPLETES FROM PREVIOUS SEMESTER DUE
NOVEMBER 26-28	THANKSGIVING HOLIDAYS
DECEMBER 17	FALL SEMESTER ENDS
DEC 22-JANUARY 4	CHRISTMAS HOLIDAYS

SPRING SEMESTER 1997-98

JANUARY 7	CLASSES BEGIN
JANUARY 19	MARTIN LUTHER KING HOLIDAY
MARCH 12	LAST DAY TO WITHDRAW WITHOUT GRADE OF 'F'
APRIL 8	INCOMPLETES FROM PREVIOUS SEMESTER DUE
APRIL 13-17	EASTER HOLIDAYS
MAY 6	SPRING SEMESTER ENDS
MAY 9	GRADUATION

**SUMMER SEMESTER 1998-1999
(12 WEEK SESSION)**

FULL SESSION

MAY 12	CLASSES BEGIN
MAY 25	MEMORIAL DAY HOLIDAY
JULY 3	INDEPENDENCE DAY HOLIDAY
JULY 13-17	SUMMER BREAK
JULY 27	INCOMPLETES FROM PREVIOUS QUARTER DUE
JULY 29	LAST DAY TO WITHDRAW WITHOUT GRADE OF 'F'
AUGUST 12	SUMMER SEMESTER ENDS

**FIRST SPLIT SESSION
(6 WEEK SESSION)**

MAY 12	CLASSES BEGIN
MAY 25	MEMORIAL DAY HOLIDAY
JUNE 4	LAST DAY TO WITHDRAW WITHOUT GRADE OF 'F'
JUNE 23	FIRST SPLIT SESSION ENDS

**SECOND SPLIT SESSION
(6 WEEK SESSION)**

JUNE 24	CLASSES BEGIN
JULY 3	INDEPENDENCE DAY HOLIDAY
JULY 13-17	SUMMER BREAK
JULY 24	LAST DAY TO WITHDRAW WITHOUT GRADE OF 'F'
JULY 27	INCOMPLETES FROM PREVIOUS QUARTER DUE
AUGUST 12	SECOND SPLIT SESSION ENDS

GENERAL INFORMATION

STATEMENT OF CATALOG POLICY

Coastal Carolina Community College issues this catalog for the purpose of furnishing students and other interested persons with information about the college and its programs. The provisions in this publication are not to be regarded as an irrevocable contract between the student and Coastal Carolina Community College. The college reserves the right to change any provisions or requirement at any time within the student's term of residence or to add or withdraw course offerings.

CATALOG OF RECORD

A student in continuous attendance (summer semester excepted) may graduate under the provisions of the catalog in effect on his/her date of entry or he/she has the option of choosing the requirements of a subsequent revised issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date, or a subsequent issue.

REQUEST FOR ACCOMMODATION

In order to receive a reasonable accommodation regarding any disability, a student should contact the admissions office and complete the request for accommodation form. This form should be completed prior to placement testing. If accommodation is not requested in advance, in order to provide the college sufficient and adequate time to meet the student's needs, the college cannot guarantee the availability of a reasonable accommodation when the student needs it.

THE COLLEGE

HISTORY

The State of North Carolina recognized the need to provide additional post-high school opportunities as early as 1957. The development of industrial education centers was approved by the General Assembly, and by 1962, twenty (20) institutions were approved.

In the fall of 1963, the Onslow County Board of Education and the Superintendent of Schools, Mr. J. Paul Tyndall, asked the Onslow County Commissioners to purchase forty (40) acres of property on U.S. Highway 17 for the establishment of an industrial education center. The newly established Onslow Industrial Education Center was a unit of the Lenoir County Technical Institute.

The untiring efforts of Representative Hugh A. Ragsdale, Representative William D. Mills, and Senator Carl Venters secured appropriation from the 1965 General Assembly to establish a separate institution for Onslow County. The North Carolina State Board of Education approved the Onslow County Industrial Education Center on July 1, 1965.

The continuous increase in enrollment of the Industrial Education Center gave evidence of the wide and varied needs of the area. Local support was necessary for the growing institute. The people of Onslow County, by referendum in the fall of 1965, voted for a seven-cents-per-hundred-dollars evaluation on property for the center. The Board of Trustees, realizing that a technical institute could more adequately provide vocational and technical education opportunity for the area, requested that the State Board of Education grant technical institute status to the center. Onslow Industrial Education Center became Onslow Technical Institute on May 4, 1967.

A rapidly increasing enrollment and continued educational demands on Onslow Technical Institute encouraged the Board of Trustees to request community college status for the institute. Onslow Technical Institute was granted community college status July 1, 1970, and became Coastal Carolina Community College.

In 1972, with the dedication of the Ragsdale Building, the Board of Trustees started the relocation of the college to a new campus on Western Boulevard. For several years thereafter, the college operated on a split-campus until relocation was completed in 1978.

ACCREDITATION

Coastal Carolina Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4500) to award associate degrees, diplomas and certificates.

Committee on Allied Health Education and Accreditation of the American Medical Association-Medical Laboratory Technology

North Carolina Department of Community Colleges

American Dental Association

Approved-N.C.State Board of Education

PHYSICAL FACILITIES

Coastal Carolina Community College is located on a ninety-eight (98) acre campus at 444 Western Boulevard. Modern classroom buildings, including the Hugh A. Ragsdale Building; Lloyd P. Respass Trades Building; Learning Resources Center; Student Center; Health Occupation Science Building; James Leroy Henderson, Jr., Administration Building; Fine Arts Building; James S. Melton Vocational Skills Center; A. D. Guy Business Technology Building; Classroom Building A; Classroom Building B; Kenneth B. Hurst Continuing Education Building; and Maintenance Building have been completed at this location.

LEARNING RESOURCES CENTER (LIBRARY)

The Learning Resources Center is designed to serve the needs of the students, faculty, and staff of the college. It is located in a building of 20,000 square feet with seating for 225 users. The center also contains small conference rooms and individual study rooms. In addition, the center provides access to the North Carolina Information Highway .

The Learning Resources Center contains 41,000 volumes in general, technical, and vocational fields, and subscribes to over 250 periodicals. For research purposes, there are 12,000 reels of microfilm of back periodicals.

The Learning Resources Center is responsible for disc recordings, 16mm films, video tapes, computer software, and other media materials and equipment.

The staff consists of eight full-time and six part-time staff members, plus student help.

The Learning Resources Center hours are from 7:45 a.m. to 8:45 p.m. Monday through Thursday and 7:45 a.m. to 4:45 p.m. on Fridays. During semester breaks, hours vary.

COMPUTER SKILLS LABORATORY

The Computer Skills Laboratories, located in the James S. Melton Vocational Skills Center; A. D. Guy Business Technology Building; and the Kenneth B. Hurst Continuing Education Building are available for use by CCCC students, faculty, and staff. A laboratory coordinator is available to assist persons who want to make use of IBM microcomputers or the AS/400 computer. A schedule is posted on the classroom door each semester showing when the laboratory is open and when the laboratory coordinator is available. The Computer Skills Laboratories are available to the users at no cost.

ACADEMIC STUDIES CENTER

The Academic Studies Center is a division of Continuing Education and an important adjunct to the total college instructional program. The center

is designed to provide tutorial assistance to students. Instructional resources are available to meet the needs of individuals at all levels—college students and basic skills students. The center is essentially an individualized study lab, and qualified instructors are available for tutoring students in specific content areas.

The center, located in the Kenneth B. Hurst Continuing Education Building, room 200, is open Monday through Thursday 8:00 a.m. - 9:00 p.m. and 8:00 a.m. - 5:00 p.m. on Friday. Appointments are not necessary, and no fees are charged. Schedules of instructor hours are available each semester.

The Academic Studies Center is also the place to register for Basic Skills Education and for GED Testing. Call 910-938-6259 for more information.

CAFETERIA

The cafeteria is located in the Student Center and operates from 7:00 a.m. to 9:00 p.m. Monday through Thursday and from 7:00 a.m. to 3:00 p.m. on Friday. The cafeteria offers a variety of food selections including sandwiches, salads, full-course meals, snacks, and beverages. Daily specials are featured for breakfast and lunch, and there is always a delicious soup of the day. The cafeteria also boasts fresh, homemade pies and cakes. Even though the cafeteria is self-supporting, all these items are economically priced for the college student. In order to maintain the high standards set by cafeteria staff, students and staff are asked to cooperate with their efforts by cleaning their tables after they finish eating.

THE STUDENT EMPORIUM

The Student Emporium, also located in the Student Center, provides required textbooks, materials, and supplies. The hours of operation are 8:15 a.m. until 5:00 p.m. unless otherwise posted. On those days, special evening hours are posted. A book buy-back is scheduled during the days of final exams for the purpose of buying used textbooks. A gift and card section including class rings and college imprinted items is located within the store.

STUDENT CONCERNS

Written student complaints, regarding the institution, are accepted by the Dean of Student Services. The complaints are then forwarded to the proper administrator for disposition.

Specific complaints about residency, grades received, or disciplinary concerns are addressed specifically in the college catalog.

VISITORS

Visitors are always welcome at Coastal Carolina Community College. The student services office will provide guide services for groups or individuals on weekdays between 8:30 a.m. and 5:00 p.m. The college is open 8:00 a.m. until 10:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Friday.

ADMISSIONS REQUIREMENTS

ADMISSIONS POLICY

Coastal Carolina Community College maintains an open door admissions policy for all applicants. The college serves all students regardless of race, creed, sex, national origin, age, or physical handicap. Selective placement of individual students in the different programs of study within the college is determined by the admissions office, within the guidelines established by the State Board of Community Colleges and the North Carolina Community Colleges System for each program of study and course offered.

ADMISSIONS REQUIREMENTS

An applicant for admission to Coastal Carolina Community College must be a high school graduate or have GED scores to qualify for a high school equivalency certificate issued by any of the fifty states.

A student desiring to transfer to Coastal Carolina Community College must be able to meet the admissions requirements in effect at the time of application. If the student is ineligible to return to the institution last attended, he or she may be admitted on probation to the college at the discretion of the dean of student services.

Any adult is eligible to attend continuing education classes offered by the college on campus or at any of the several locations in the college service area.

ADMISSION PROCEDURE

Except for the continuing adult education programs, the admission procedure requires that the student fulfill the following requirements:

1. Submit an application;
2. Submit a high school transcript showing proof of graduation, or GED scores to qualify for a high school equivalency certificate from any of the fifty states; submit transcripts from all post-secondary educational institutions attended;
3. Report to the college for academic placement testing;
***Note:** Students wishing to enter a degree, diploma or certificate curriculum are required to take the placement test. Students who wish to take an English or math course are required to take the placement test;
4. Meet with an admissions counselor.

SPECIAL ADMISSIONS POLICY FOR PROGRAMS WITH LIMITED ENROLLMENT

A student who is admitted to a limited enrollment program must take all required courses no later than the order listed in his/her catalog of record. Any exceptions made will be approved by the appropriate department head and division chair. Limited enrollment programs are Air Conditioning Heating & Refrigeration, Architectural Technology, Associate Degree Nursing,

Autobody Repair, Early Childhood Associate, Cosmetology, Dental Assisting, Dental Hygiene, Electrical/Electronics Technology, Electronics Servicing Technology, Emergency Medical Science, Machining Technology, Medical Laboratory Technology, Medium/Heavy Duty Vehicle Systems Technology, Practical Nursing, Surgical Technology and Welding Technology.

Admission requirements for limited enrollment programs such as Associate Degree Nursing, Practical Nursing, Nursing Assistant, Early Childhood Associate, Cosmetology, Dental Hygiene, Dental Assisting, Surgical Technology, Medical Laboratory Technology, and Emergency Medical Science are outlined in the admissions information bulletins. Contact the admissions office for more information.

PROVISIONAL STUDENT

A provisional student is a student who wishes to receive a degree, diploma, or certificate and has not met all admissions requirements at the time of enrollment. Anyone enrolled as a provisional student must complete admissions requirements by the end of the semester in which they enroll.

SPECIAL CREDIT STUDENT

A special credit student is a student who wishes to take one or more courses not leading to a degree, diploma, or certificate. Special credit students must apply for admission each semester.

READMISSIONS AND TRANSFER POLICY FOR ASSOCIATE DEGREE NURSING/PRACTICAL NURSING

Prior to applying for readmission or transfer, applicants should contact the nursing program department head to discuss educational goals and plans for readmission or transfer. They must also contact an instructor who supervised a lab/clinical class and request a letter of recommendation. They then must meet with the nursing admissions counselor to discuss admission or readmission to the college and the nursing program.

Only one academic readmission will be permitted. Students seeking readmission must audit the last nursing course or substitute course successfully completed. Audit requirements for transfer students will be determined on an individual basis. In addition, a student requesting readmission or transfer must present an overall grade point average of 2.0 on a 4.0 scale.

Applicants will be considered for readmission or transfer in the following order of priority:

1. Prior enrollment in Coastal's nursing program;
2. Transfer students;
3. Students with greatest number of earned credits in nursing courses with a grade of C or above.

An interview with the nursing admissions committee will be scheduled for applicants who meet the above criteria.

Students eligible for admission/readmission will be evaluated based on the following criteria:

1. Audit grade if applicable;
2. GPA for nursing courses previously completed;
3. Interview score;
4. National League for Nursing Preadmissions Exam score, which is required for transfer applicants.

SPECIAL ADMISSIONS POLICY FOR ADVANCED PLACEMENT OF LICENSED PRACTICAL NURSES ENTERING THE ASSOCIATE DEGREE NURSING PROGRAM/ADN-TRANSITION PROGRAM

Licensed Practical Nurses desiring advanced placement in the Associate Degree Nursing Program must meet the following requirements in addition to the standard admission requirements of the Associate Degree Nursing Program.

1. Current NC licensure as a licensed practical/vocational nurse;
2. Satisfactory completion of all first-year related courses; Minimum acceptable cumulative average of 2.0; BIO 168, 169 (within five (5) years); PSY 150, 241 (within five (5) years); MAT 110;
3. Acceptable score on National League for Nursing Mobility Profile I, Foundations of Nursing Exam;
4. A professional recommendation documenting at least six months of employment as an LPN providing nursing care within the last three years; one other letter of reference.

Credit for NUR 115, 118 and NUR 135 will be awarded upon successful completion of a required battery of qualifying examinations. Students must enroll in and successfully complete all other nursing and related courses.

SPECIAL ADMISSIONS REQUIREMENTS FOR HIGH SCHOOL STUDENTS TO ENROLL IN COASTAL CAROLINA COMMUNITY COLLEGE

HUSKINS BILL

A course offered under the guidelines of the Huskins Bill is defined as any course that is part of an approved cooperative agreement where more than half of the students are high school students.

The purpose of the Huskins Bill cooperative program is to make available for the enrichment of high school students college level courses not otherwise available to them.

Eligible courses will be regularly authorized program courses which are beyond the scope of high school offerings.

Eligible courses will be of the same length and rigor of those offered to regular college students.

Courses may not duplicate or supplant any existing courses in the Local Educational Agency. When a high school course is terminated by a public

school, it will not be eligible for offering under the Huskins Bill in that local unit for a period of two years.

College credit will be awarded upon successful completion of courses.

High school credit **may be** awarded upon successful completion, based on credit hour equivalencies.

No courses specifically required for high school graduation are eligible to be offered under the Huskins Bill. (For example, Biology I is not eligible because it is designated as a high school graduation requirement. College biology, however, may be eligible and counted toward a required undesignated unit of science.)

A minimum requirement for participation in a cooperative program is that high school students be juniors or seniors and at least 16 years old.

DUAL ENROLLMENT

To be eligible under the dual/concurrent enrollment concept, courses may be program or continuing education. Adult high school courses are not eligible. College credits must be awarded upon a student's successful completion of a credit course.

The student must be at least 16 years of age and must be recommended by the chief administrative public school officer and approved by the president of the community college. The principal must certify that the student is attending at least one-half day and is making appropriate progress toward graduation; or (in the case of courses offered in the summer) must certify that such student attended at least one-half day during the preceding year and made appropriate progress toward graduation.

The enrollment of high school students cannot displace adult college students. The dual enrollment of students during the summer is permitted.

EQUAL EDUCATION OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

No person shall on the basis of race, color, creed or religion, age, sex, national origin, or physical disability status, except where age or physical disabilities is found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles so that all buildings, washrooms, laboratories and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or applicant with a disability who wishes to request some accommodation must contact the admissions office and ask for the request for accommodation form. If accommodation is not requested in advance in order to provide the college sufficient and adequate time to meet the student or applicant's needs, CCCC cannot guarantee the availability of a reasonable accommodation when it is needed.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any college employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee. -Affirmative Action Officer and Title IX Coordinator, Administration Building, Phone 938-6236.

RESIDENCE STATUS OF TUITION PAYMENT

N.C. GENERAL STATUTE 116-142.1

According to the North Carolina General Statute 116-142.1 , provisions for determining resident status for tuition purposes include the following:

- (a) As defined under this section:
 - (1) A "legal resident" or "resident" is a person who qualifies as a domiciliary of North Carolina; a "non-resident" is a person who does not qualify as a domiciliary of North Carolina.
 - (2) A "resident for tuition purposes" is a person who qualifies for the in-state tuition rate; a "non-resident for tuition purposes" is a person who does not qualify for the in-state tuition rate.
 - (3) "Institution of higher education" means any of the constituent institutions of The University of North Carolina and the community colleges and technical institutes under the jurisdiction of the North Carolina State Board of Community Colleges.
- (b) To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to length of residence in the State.
- (c) To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
- (d) An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-state tuition rate.
- (e) When an individual presents evidence that the individual has liv-

ing parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside that State shall not be prima facie evidence of the individual's legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

- (f) In making domiciliary determinations related to the classification of persons as residents or non-residents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section:
 - (1) No person shall be precluded, solely by reason of marriage to a person domiciled outside North Carolina, from establishing or maintaining legal residence in North Carolina and subsequently qualifying or continuing to qualify as a resident for tuition purposes.
 - (2) No person shall be deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina and subsequently to have qualified or continued to qualify as a resident for tuition purposes.
 - (3) In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of his or her spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
- (g) Any non-resident person, irrespective of sex, who marries a legal resident of this State or marries one later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.
- (h) No person shall lose his or her resident status for tuition purposes solely by reason of serving in the armed forces outside this State.
- (i) A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, while enrolled in the State institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-State tuition rates for a statutory grace period. This grace period shall be measured from the data on which the culminating circumstances arose that caused loss of legal residence and shall continue for 12 months; provided, that a resident's marriage to a

person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident's spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12 month period ends during a semester or academic term in which such a former resident is enrolled at a State institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term.

APPEAL/RESIDENCE STATUS

A person may appeal an initial residency classification through Coastal Carolina Community College's Residency Appeals Committee.

REGULATIONS/RESIDENCE STATUS

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in [A Manual To Assist The Public Higher Education Institutions Of North Carolina In The Matter Of Student Residence Classification For Tuition Purposes](#). Each enrolled student is responsible for knowing the contents of that MANUAL, which is the controlling administrative statement of policy on this subject. Copies of the MANUAL are available on request at the Coastal Carolina Community College Library or from the dean of student services.

RESIDENCY CLASSIFICATION

It is the policy of CCCO to classify each student, except continuing education students, according to his or her state of legal residence. The initial classification is done by admissions office personnel.

Students who seriously disagree with the residency classification as determined by the admissions office may, if they wish, appeal to the dean of student services or his designee within twenty (20) working days of the date their classification notice is received. A student wishing to appeal the decision of the dean of student services must file and personally sign a written notice containing a simple declaration of intention of process and appeal before the Residency Appeal Committee.

The dean of student services, upon receipt of notice of appeal, prepares, and transmits to the Residency Appeal Committee the complete institutional record with a letter acknowledging receipt of the petitioner's notice of appeal.

The Residency Appeal Committee, composed of the vice president for instruction and student services (chairperson), the registrar, and one faculty member, meets as needed to consider appeals. The student may be present and speak to clarify any statements in the record. The student may have a staff or faculty advisor present; however, only the student will be allowed to address the committee. In the event new substantive evidence is brought, reclassification may be made by the committee after due consideration.

Decisions of the Residency Appeal Committee is forwarded in writing to the student and the dean of student services within ten (10) working days

of the date of decision.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

STUDENTS' RESPONSIBILITY

The college faculty and counseling staff will make every effort to assist students in planning appropriate transfer programs. The courses in the transfer curriculum have been designed to maximize transferability to area senior institutions. Nonetheless, acceptability of transfer courses may vary from one institution to another institution. It is thus the responsibility of students to work closely with appropriate faculty and counselors throughout their stay at the college to make course selections in order to maximize ease of transfer to the senior institution of their choice.

In general, applicants to senior institutions are considered for transfer if they have maintained an overall "C" average on course work attempted and are in good standing in other respects at the institution from which they are transferring. Also, in some instances, senior institutions will require applicants to take certain standardized tests to provide supplemental information on academic aptitude and/or achievement. Finally, although transfer is possible without completion of the two-year degree, the receipt of the degree may be beneficial to transfer students in gaining acceptance to senior institutions in that it demonstrates ability to persist in the achievement of a significant educational goal.

The transfer student should begin appropriate planning during the first semester at the college in accordance with the following guidelines.

Each transfer student should:

1. Consult with the assigned faculty advisor during the first semester about long-range educational and/or career goals and determine which senior institutions have appropriate educational programs for the achievement of these goals;
2. Discuss with the faculty advisor other factors that are important in choosing a senior institution such as tuition cost, distance from home, institution size, and available extra-curricular programs;
3. Determine with the faculty advisor which senior institutions are best suited in relation to all factors considered;
4. Write and/or visit the chosen senior institutions to consult with appropriate admissions officers and/or faculty as to the appropriateness of the planned course of study at Coastal and the appropriateness of the institutions for the student's particular goals;
5. Continue to consult with the faculty advisor each semester to review the progress at Coastal in relation to transfer goals, making any desirable or necessary adjustments in planning;
6. Apply to more than one senior institution of his/her choice at the earliest possible date during the second year at Coastal. Application deadline dates vary from one institution to another and are often earlier than the normal deadline dates published;
7. Check by telephone or letter to insure that the completed applica-

tions have been received and are under consideration.

TRANSFER TO THE UNIVERSITY OF NORTH CAROLINA-WILMINGTON

Coastal Carolina Community College Associate of Arts or Associate of Science graduates who have maintained at least a "B" average may transfer to UNCW as juniors. The articulation agreement states that the University of North Carolina at Wilmington (UNCW) agrees to accept for academic credit college transfer course work completed at Coastal Carolina Community College in accordance with UNCW's policy on transfer of credit as published in the **UNCW Undergraduate Catalogue** and UNCW Articulation/Transfer Agreement Guidelines. Coastal Carolina Community College students who apply for admission to UNCW and are admitted as transfer students may receive up to 62 semester hours of academic credit from all institutions attended.

The holder of an associate of arts or associate of science degree from CCCC with at least a cumulative grade point average (GPA) of 3.0 based on a 4.0 scale will be considered to have fulfilled all UNCW's basic studies requirements as set forth in the **UNCW Undergraduate Catalogue** and will be admitted to UNCW at junior level status provided all other conditions for admission are satisfied. Admission to the university does not constitute admission to a professional school or specific program. Basic studies equivalents covered under this articulation agreement are described in a course equivalency form based on requirements in the **UNCW Undergraduate Catalogue** effective at the time of initial enrollment at CCCC or any subsequent **UNCW Undergraduate Catalogue**.

The Coastal student is encouraged to contact UNC-W's admissions office regarding any questions on this issue of transfer.

TUITION AND FEES

In accordance with the basic concept of comprehensive community colleges, all fees are nominal. The tuition rate is subject to change at the direction of the North Carolina Community College System. For information on tuition and fees, contact the admissions office.

Senior citizens (age 65 or older) are charged neither tuition nor registration fees.

TUITION REFUND POLICY

1. A refund shall not be made except under the following circumstances:
 - (A) A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment;
 - (B) A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the semester;

(C) For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws for the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 20 percent point of the class.

2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

3. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

TEXTBOOK AND SUPPLIES

Students are required to have the necessary textbooks and supplies for courses. Certain programs require equipment in addition to textbooks. Books and supplies may be purchased from the college bookstore.



ACADEMIC REGULATIONS

STUDENT RESPONSIBILITY

All students are responsible for the proper completion of their academic program, for knowledge of regulations and policies as listed in the college catalog and student handbook, and for maintaining the grade average required for good standing. Faculty advisors and members of the counseling staff will assist and advise, but the final responsibility remains that of the student.

Students are responsible for maintaining communication with the college by keeping on file with the registrar's office at all times a current, local address and telephone number.

REGISTRATION

All students are required to register at the beginning of each semester of attendance. No credit can be granted for courses in which the student is not properly registered. Students may not register for duplicate sections of the same course in any given semester. Students cannot attend a class for which they are not officially registered. Registration instructions are published prior to each registration period.

SEMESTER HOURS

The unit of measurement for credit purposes is the semester hour. One (1) semester hour represents the credit earned in a course that is scheduled for one (1) class hour per week for a semester of sixteen (16) weeks. However, for laboratory work, two (2) or more class hours in the laboratory are required for a single semester hour of credit.

COURSE LOAD

A student who is registered for twelve (12) or more semester hours of course work is considered a full-time student. No student may carry in excess of 21 credit hours without permission of the dean of student services or the registrar.

To be able to carry in excess of 21 credit hours, a student must have earned a cumulative grade point average of 3.0 or have a grade point average of 3.25 on a full-time load for his/her previous semester.

AUDITING COURSES

Students who wish to audit courses must register and pay through regular channels. No credit will be received, but students are required to adhere to the attendance policy. An audit cannot be changed to credit or credit to audit after the classes begin.

CHANGE OF NAME AND ADDRESS

Students are responsible for notifying the registrar's office of all name and address changes. This is necessary to keep all records in proper order.

CHANGE OF ACADEMIC PROGRAM

In order to fulfill required checks on student progress for financial aid and veteran's assistance programs and to check progress toward graduation, student records are maintained with reference to the particular academic program in which they are enrolled. Students who wish to change their program of study should secure an academic program change request form from the registrar's office. The completed form must be signed by a counselor and returned to the registrar's office before the change is made.

Any student who has been admitted to an academic program and is later found not to be meeting the admissions requirements will be changed to "Provisional" status until admissions requirements are met. The admissions office is responsible for certifying that the admissions requirements have been met.

WITHDRAWING, ADDING, OR DROPPING COURSES

A student who finds it necessary to drop or add a course or to withdraw completely from the college should secure a drop/add form from the registrar's office.

Courses may be added only during the period designated by the registrar's office.

In order to drop a course OFFICIALLY students MUST complete the following steps:

1. Complete all required information on the drop form;
2. Have the instructor initial the completed form;
3. Return the form to the registrar's office for final processing.

In order to WITHDRAW COMPLETELY from school, students must complete the following steps:

1. Complete all required information on the drop form;
2. Return the completed form to the registrar's office for final processing;
3. Complete a follow-up survey.

The registrar's office will notify all instructors as necessary when courses are dropped or in case of complete withdrawal.

For courses officially dropped after classes begin, the grade of "W" will be reported.

A student may not withdraw or drop a class within thirty-six (36) days of the end of a regular semester for reasons other than those of a documented medical or emergency nature.

A student who leaves college without obtaining an official withdrawal within thirty-six (36) days of the end of a regular semester will receive an "X" for each course regardless of academic standing at the time of departure. The "X" is averaged as an "F" in the students GPA. An official withdrawal will not change a failing grade given for violation of the attendance policy for reasons other than those of a documented medical or emer-

gency nature.

TRANSFER OF CREDITS TO COASTAL CAROLINA COMMUNITY COLLEGE

Educational work completed by students in other accredited institutions may, where applicable, be credited toward graduation requirements of Coastal Carolina Community College. In order to be eligible for graduation, the transfer student is required to enroll and successfully complete all additional academic program courses for which transfer credit was not received. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is forty-four (44) semester hours toward any Associate in Arts, Associate in Science or Associate in Fine Arts Degree.

For Associate in Applied Science degrees, diplomas, or certificates, the maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is sixty-five (65) percent of the total required hours.

Evaluation of transfer credits is made when the student's file is complete and the student is in an academic program. This evaluation is normally completed by the end of the first semester of enrollment following completion of the student's file.

The college grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide To The Evaluation Of Educational Experiences In The Armed Services. Credit recommended must be consistent with the requirements and objectives of an academic program in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Coastal Carolina Community College makes no guarantee of such transfer.

Transfer credit will normally be allowed only for applicable courses in which a grade of "C" or higher has been earned. Grades of "D" will be considered for transfer in sequence courses. (The student should understand that this credit allowance for "D's" is only for meeting graduation requirements at this institution and may not be acceptable at a senior college to which the student may later transfer.) In all cases the cumulative grade point average of all courses accepted in transfer must be at least 2.0 ("C" equivalent).

No grade on applicable science courses of less than "C" will be accepted in transfer toward credit in health occupations programs without approval of the departmental head and registrar.

CREDIT FOR ADVANCED PLACEMENT TEST

The college grants credit for the Advanced Placement Tests conducted by the College Entrance Examination Board. As much as one year of college credit may be awarded on the basis of AP performance. Students

desiring credit must have their scores submitted to the registrar's office for evaluation.

CREDIT FOR CORRESPONDENCE WORK

Ten (10) semester hours of credit for correspondence courses applicable to courses offered at Coastal Carolina Community College may be accepted as transfer toward the associate degrees. Such courses must have been taken within the correspondence program of an accredited institution.

CREDIT FOR WORK EXPERIENCE

Credit for work experience is not allowed except through the organized and supervised cooperative education program. Academic credit is not allowed for previous work experience outside of the supervision of the college; however, a student may challenge relevant courses by examination.

COLLEGE LEVEL EXAMINATION PROGRAM

The college grants credit for the College Level Examination Program (CLEP) General and Subject Examinations. Total credit allowed for the CLEP (general and subject examinations) will not exceed 30 semester hours. Students desiring credit must have scores submitted to the registrar's office for evaluation.

CREDIT BY EXAMINATION

For those classes for which credit by examination is appropriate, CCCC will grant credit to any student who successfully completes a challenge exam in lieu of regular class participation.

The student seeking to receive credit by examination must initiate a request with a full-time faculty member in the department concerned and explain the reasons and justification for the request. Since some exams may take considerable time to coordinate and prepare, the student is advised to initiate the process well before the semester in which he/she intends to receive credit. All examinations must be completed no later than the last day of the registration period prior to change day. If the faculty member and the division chair approve the request for credit by exam, the student will schedule the examination with the division chair. The student must register and pay any required tuition charge. The faculty member(s) administering the examination will report the results to the registrar, the division chair and the student.

If a student is unsuccessful in an attempt to challenge a course, he/she must take the class in order to receive credit. One challenge attempt per course is allowed.

Standardized tests will be used when available and appropriate. If standardized tests are not available, local tests, prepared by faculty within the discipline, will be used. National norms usually available for standardized tests will be considered in determining whether or not the student has per-

formed satisfactorily on the test. On local tests, a grade of 77% or higher will be required for passing the test. For courses which require specialized and/or manual skills, examinations will include demonstrations of those skills.

Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student's grade point average. Students should be aware that many colleges will not accept transfer credits earned through credit by examination.

INDEPENDENT STUDY

Any student requesting to take a course by independent study must complete the request for independent study form and have it approved prior to the first day of registration.

The student will be permitted to enroll for a course by independent study when the following conditions are met:

1. The course in question will not be offered before the student's scheduled graduation date;
2. The course is not offered or is in schedule conflict with another required course and is needed for the student to qualify for graduation or transfer;
3. The student has an academic program GPA of not less than 3.0;
4. The student selects a full time faculty member who, with the approval of the division chair, agrees to serve as the instructor for the semester of independent study;
5. The student has completed 15 (fifteen) semester hours of study in his/her academic program at Coastal Carolina Community College;
6. The course instructor and faculty advisor have recommended that the student be allowed to register for the course by independent study.

Any deviation from this policy will be justified by special circumstances judged by the vice president for instruction and student services to be in the best interest of a given student.

The regulations that apply to independent study are as follows:

1. The student will meet with the instructor at least one hour per week;
2. Arrangements must be made with the instructor for any laboratory experience required for the course;
3. Work schedules do not constitute justification for taking a class by independent study;
4. No faculty will be allowed to supervise more than one student enrolled by independent study during a given semester;
5. No student will be allowed to accumulate credit for more than two courses taken by independent study.

COURSE REPEAT POLICY

A course may be completed successfully a total of three (3) times, including all audits. If a course is repeated, the higher grade will be used in the academic program grade point average calculation. All grades will be

reflected on the transcript. No course may be counted more than once toward graduation.

Veterans and students receiving financial aid should be aware that they cannot receive benefits for courses previously passed.

Students planning to transfer should note that the receiving institution may not honor the GPA alteration but may include all course attempts when computing the grade point average for admissions requirements.

TWO-YEAR RULE

Any student with a GPA of below 2.00 who has not attended Coastal Carolina Community College for two or more years and who is accepted for readmission into his/her previous academic program may file a two-year rule request form with the student services office for re-entry under the provisions of the two-year rule. (NOTE: The various associate in arts, science and fine arts programs all fall under The General College program; therefore, for example, a student previously enrolled in Pre-Social Work and reentering in Pre-Science would be reentering his/her previous academic program.)

If a student is readmitted under the provisions of the two-year rule, only those courses for which the student received a grade of "C" or better will be used for academic program credit. The student's grade point average will be based only on work attempted after re-admission.

If re-entry under the two-year rule is not approved, the student's GPA and grades will continue as if no break had occurred.

A student may elect to have this two-year rule applied only once. A student choosing to have the rule applied or not applied may not later reverse the option.

Students wishing to use this rule should contact the registrar or dean of student services to obtain procedural information and to initiate action. The student wishing to use this rule should initiate action before the end of the first semester of enrollment after eligibility.

NOTE: When a student transfers from one college to another, the receiving institution usually considers all work attempted at all previous colleges and requires an overall "C" average for admission. The forgiveness feature of this rule may affect the student's grade point average at Coastal Carolina Community College only. It is therefore extremely important that potential transfer students clearly understand and give careful consideration when using this policy. They should seek guidance from their receiving institution as well as from Coastal Carolina.

ATTENDANCE

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. While urging regular class attendance, the college at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward their studies.

For all classes, absences shall not exceed the equivalent of one and

one-half weeks of instruction. Laboratory hours and class hours are not interchangeable in the application of this policy.

It is the responsibility of the student to understand and to abide by the announced attendance policy. Each student is accountable for any work missed because of class absence. Those students who incur absences in excess of the attendance policy will be dropped from the course. When a student has been dropped from a course, he/she may request reinstatement by the instructor. Negative decisions by the instructor may be appealed to the Student Services Committee.

NOTE: Student absences from class will be counted beginning with the next class meeting after the student registers for the class.

SERVICEMEMBERS OPPORTUNITY COLLEGES

Coastal Carolina Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post secondary education to members of the military throughout the world. As a SOC member, Coastal Carolina Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the armed services, the office of the Secretary of Defense and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

GRADING SYSTEM

Official grades are issued for each student at the end of each semester. Students enrolled in academic programs will be graded by the letter grade system show below.

	Numerical Grade	Quality Points Per Semester Hours
A - Excellent	93-100	4
B - Good	85-92	3
C - Average	77-84	2
D - Below Average	70-76	1
F - Unsatisfactory	Below 70	0
AU - Audit		

CE - CREDIT BY EXAMINATION: Awarded for successful completion of institutional examination—carries credit earned, but is not figured in grade point average. (Course credit will probably not be transferable to another institution.)

I - INCOMPLETE: This indicates failure to complete certain course requirements because of extenuating circumstances. The student is responsible for arranging with the instructor the terms of the incomplete and for

seeing that the incomplete is removed by the end of the thirteenth (13) week of the succeeding term; or the grade becomes an "F".

W - OFFICIAL WITHDRAWAL: Grade reported for a student who officially withdraws from a class—carries no credit and no penalty. Official withdrawal is only possible within a specific time period each semester.

WA - UNOFFICIAL WITHDRAWAL FOR AUDITS: Grade reported for an audit student who ceases attendance without officially notifying the school—carries no credit and no penalty.

X - UNOFFICIAL WITHDRAWAL: Grade reported for a student who ceases attendance within thirty-six (36) days of the end of a regular semester—averaged as an "F."

STUDENT CLASSIFICATION

Full time student - a student enrolled with twelve (12) or more semester hours of credit.

Part time student - a student enrolled with fewer than twelve (12) semester hours of credit.

PRESIDENT'S LIST

At the close of each semester, academic program students carrying a full time course load (courses leading to an associate degree, diploma or certificate) will be included on the President's List provided they have no grades of "I" and/or no grade lower than an "A."

DEAN'S LIST

At the close of each semester, academic program students carrying a full-time course load (courses leading to an associate degree, diploma or certificate) will be included on the Dean's List provided they have no grades of "I" and/or no grade lower than a "B" and provided that the quality point average of all their grades for that semester is 3.25 or better.

STANDARDS OF PROGRESS

Records of progress (grade reports) are kept by this institution on all students. Grade reports are furnished to the students at the end of each term.

RECERTIFICATION OF GI BILL STUDENTS

The following conditions must be met for recertification of GI Bill students:

1. Apply for readmission;
2. Be approved for readmission by a counselor;
3. Carry no more than twelve (12) credit hours (less if directed by counselor);
4. Maintain a minimum of a 2.00 average per semester;
5. Meet the standards prescribed in the catalog for continuance in school.

GI Bill students who are taking developmental courses will have their VA educational benefits terminated for unsatisfactory progress if they accu-

accumulate over eight (8) hours of course work with grades of "F." They will not have their educational benefits recertified until they have been approved by a counselor and have maintained better than a 2.00 average for at least one (1) semester.

ACADEMIC PROBATION AND SUSPENSION

At the end of each semester, each student's cumulative academic program is computed. A student's academic progress is determined by the following chart:

CUMULATIVE ACADEMIC PROGRAM AVERAGE TO DETERMINE CONTINUANCE IN COLLEGE ASSOCIATE DEGREE PROGRAMS

ALL PROGRAM CREDIT HOURS ATTEMPTED*	AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC SUSPENSION	AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC PROBATION
6-16		1.20
17-32	1.10	1.50
33-48	1.40	1.80
49-64	1.70	2.00
65-over	2.00	2.00

To Graduate - 2.0

DIPLOMA-CERTIFICATE ACADEMIC PROGRAMS

ALL PROGRAM CREDIT HOURS ATTEMPTED*	AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC SUSPENSION	AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC PROBATION
6-17		1.30
18-34	1.30	1.70
35-51	1.70	2.00
52-OVER	2.00	2.00

To Graduate - 2.0

*Students are encouraged to maintain a record with their total academic program hours attempted at the college in order to interpret the above table. Academic counselors are available to assist any student to correctly interpret the table.

Probation: A student whose academic program average falls below that required for good standing but above the level of suspension will be placed on academic probation for the next semester of attendance.

All students on probation must continue their studies under the guidance of their assigned counselor who may limit their enrollment to eight (8) credit hours or less for the semester. These students must report to their assigned counselor as often as is required. After planning a schedule of classes with their advisors for the next semester, they must have their schedule approved by their counselors who may continue to limit their enrollment to eight (8) or less credits.

NOTE: GI Bill students will have their educational benefits terminated for unsatisfactory progress after the second consecutive semester of probation. Pell Grant students will have their educational benefits terminated for unsatisfactory progress after one semester of probation.

Suspension: A student whose academic program average places him/her on academic suspension will be suspended for a minimum of one semester. A student may enroll in summer sessions to make up deficiencies in order to be reinstated.

Readmission: If a student wishes to return to the college after being academically suspended he/she must apply for readmission and must receive academic counseling. The director of enrollment management or a counselor will approve the readmission of academically suspended students.

Exception: Students who demonstrate substantial academic improvement (earn a 2.50 or higher GPA on courses attempted) but remain on academic suspension because of poor performance in previous semesters may continue their enrollment in a probationary status. Students who fail to earn a 2.50 GPA on courses attempted in any semester thereafter will again be suspended unless they attain the required academic program grade point average.

ACADEMIC STANDARDS FOR DEVELOPMENTAL STUDIES

Students taking developmental courses are responsible for making satisfactory progress in these courses. Pell Grant recipients will be given a maximum of two semesters of study in the developmental program. When a student is dropped from the developmental program for academic reasons, he or she may enroll in the CCC academic studies center until such time as the director of enrollment management recommends readmission to the college.

When a student who is enrolled full time in the developmental studies is ready to go into regular academic program studies, he or she must visit with a counselor and initiate an academic program change request. After the academic program change request form has been completed, the student must turn it in to the registrar's office.

RIGHT OF APPEAL RELATED TO COURSE GRADES RECEIVED

There may be individual cases in which students should be allowed to make formal appeals related to grades assigned for particular courses taken at the college. The following procedure will enable a student to exercise this right:

1. The student will approach the instructor to determine that there has been no mistake and to present his or her case;
2. If the case is not resolved by the instructor, the student will make an appointment with the division chair who will hear his or her appeal;
3. Any cases not resolved by the steps taken above will be allowed to appear before the vice president for instruction and student services;
4. The vice president for instruction and student services will require both the instructor and student to present their cases and will render judgment;
5. Decisions obtained by this process will be recognized as final;
6. All above procedures must be completed within forty-five (45) days after student grades have been assigned and mailed.

PRIVACY OF EDUCATIONAL RECORDS

Access to student educational records is regulated by the Family Educational Rights and Privacy Act of 1974. This act provides for the privacy of an individual's educational record and establishes the right of students to inspect and review their records.

Coastal Carolina Community College supports the rights and privacies afforded each student by the act and is in compliance with its provisions.

Within Coastal Carolina Community College, only those persons, individually or collectively, acting in the student's educational interest are allowed access to student educational records. Included are personnel in the student services office, the office of the vice president for instruction and student services, the business office, instructors, advisors and other academic personnel within the limitations of their need to know.

No other persons shall have access to nor will the college disclose, other than directory information, information from students' records without the written consent of the student. At its discretion, the college may provide directory information in accordance with the provisions of the act to include the following: student's name, major field of study, dates of attendance, full-time/part-time attendance and degrees and awards received.

Students have the right to withhold disclosure of directory information by completing a request for nondisclosure in the registrar's office. Requests for nondisclosure must be filed annually. The college assumes that failure on the part of any student to file a request for nondisclosure indicates approval for disclosure.

Student records - admissions papers, registrations, grades and other supporting data - are maintained in the registrar's office. Any student wishing to challenge the content of his/her educational records should notify the registrar in writing.

TRANSCRIPT

Student permanent transcripts indicating the educational progress of all students are maintained in the registrar's office. Copies of the student's transcript is sent upon request.

GRADUATION

Upon recommendation of the faculty and the approval of the board of trustees, an appropriate certificate, diploma or degree will be awarded to the students who have successfully completed the requirements of the academic program in which they are enrolled. A minimum of a 2.0 average and the satisfactory completion of an approved academic program of study is required for graduation. Any student enrolled in a associate degree, diploma, or certificate academic program who, while enrolled in that program, meets the requirements of another associate degree, diploma, or certificate program at Coastal Carolina Community College may request the awarding of the additional degree, diploma, or certificate after the student has successfully met the requirements of the additional academic program without having to file an academic program change request.

The student must file an application for graduation for each degree, diploma, or certificate requested and pay the required fee(s) for each degree, diploma, or certificate requested. Applications for degrees, diplomas or certificates must be completed by the student and returned when the student registers for the last semester of enrollment. The college assumes no responsibility for making special adjustments for students who fail to file applications by the designated time. A candidate who fails to file an application for graduation or meet graduation requirements by the designated date automatically voids his candidacy for that particular graduation.

Students who are receiving any type of financial aid should consult a counselor and a financial aid officer before requesting multiple, dual, or concurrent degrees, diplomas, or certificates.

POLICIES RELATING TO DISRUPTIVE CONDUCT

Coastal Carolina Community College honors the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition, and peaceful assembly. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively but also fairly and impartially without regard to race, religion, sex, or political beliefs.

Coastal Carolina Community College does not allow the dissemination on campus of information or literature by individuals, groups, or organizations known to advocate racial or ethnic discrimination, violence, or dis-

ruptive conduct.

DISCIPLINE - POLICIES ON STUDENT RIGHTS AND DISCIPLINE

SECTION 1 - Policy Statement

Coastal Carolina Community College adopts this policy on student discipline in recognition of the need to preserve the orderly processes of the college, as well as to observe the students' procedural and substantive rights. As used herein, "student" means any person who is registered for a course, program, or extension offering.

SECTION 2 - Rights of Students

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as the personality, race, religion, degree of political activism or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study, as defined by official publications.

College students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

SECTION 3 - Proscribed Conduct

The college may discipline a student in the following situations:

1. For conduct that damages or destroys or attempts to damage or destroy, college property or the property of others located at the college or college-related premises;
2. For conduct that constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college (Intentionally causing or attempting to cause injury is included within the meaning of this provision.);
3. For conduct that obstructs or seriously impairs, or attempts to obstruct or seriously impair college sponsored or college authorized activities on the college campus or other location where a college sponsored activity is located;
4. For conduct that restrains freedom of lawful movement or that otherwise prevents any member of the college community from conducting his/her normal activities within the college.

The following, while not intended to be exclusive, illustrates the offenses encompassed herein when done for the purpose of obstructing or disrupting any normal operation or function of the

- college or any of its components: (1) occupying of any college building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any college building or corridor or room therein with intent to deprive others of lawful access to or from or use of said building or corridor or room;
5. For setting fire to or by any other means destroying or substantially damaging college premises;
 6. For possessing or displaying of, or attempting or threatening to use for an unlawful purpose any weapon, dangerous instrument, explosive or inflammable material in any college building or on any college campus;
 7. For blocking normal pedestrian or vehicular traffic on or into any college campus;
 8. For participating in conduct which is disruptive to the education process;
 9. For abusive or threatening behavior to any member of the college community, including guests or licensees of the college;
 10. For unauthorized possession or attempted possession of college property or property of a member of the college community;
 11. For acts that violate board or college rules and regulations;
 12. For making a knowingly false statement, either orally or in writing, to any employee or agent of the board or the college with regard to a college-related matter;
 13. For forging, altering or otherwise misusing any college document or record;
 14. For knowingly possessing, using, transmitting, selling or being under the influence of any controlled substance or illegal drugs on the college campus or off the college campus at a college-sponsored activity, function or event. An individual's use or possession of a drug authorized by a medical prescription for that individual from a registered physician shall not be a violation of this provision. A student shall not knowingly possess, use, transit or be under the influence of any alcoholic beverage or intoxicant on the college campus or any college-sponsored activity, function or event;
 15. For academic dishonesty, which shall in general mean conduct that has as its intent or effect the false representation of a student's academic performance, including but not limited to cheating on an examination; collaborating with others in work to be presented, contrary to the standard rules of the course; plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own; stealing or having unauthorized access to examination or course materials; falsifying records, laboratory or other data; submitting, if contrary to the rules of a course, work previously presented in another course; and knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a

person other than the student under whose name the work is submitted or performed;

16. For the unauthorized use of the name of the college or the names of members or organizations in the college community;
17. For other situations that violate college rules and/or local, state or federal statutes.

SECTION 4 - Discipline Procedures

Coastal Carolina Community College believes that all members of the academic community are entitled to expect compliance with the restrictions of Section 3: Proscribed Conduct. Accordingly, any student or employee of the college may initiate a disciplinary process in the manner specified by this section.

1. A statement of possible violation must be filed in writing with the dean of student services (hereinafter referred to as "the dean") or other designee of the president within twenty (20) days of the date of the alleged violation or within twenty (20) days of the date the alleged violation was known. Said statement must specify the student conduct in question.

Once the process has been initiated, as provided in Item 1, all subsequent decisions concerning possible discipline of a student or students rests with the dean or designee of the president. The disciplinary record of a student may be considered in determining the appropriate disciplinary penalty.

2. Substance abuse penalties are referenced in the Drug and Alcohol Policy;
3. Discipline not including removal of college privileges or suspension or expulsion:
 - a. If the dean or designee of the president concludes that the alleged conduct, taken as true, does violate the provisions of Section 3: Proscribed Conduct, he/she shall provide written notice to the student of the statement of possible violation and the fact that the allegations will be investigated by the dean. Said notice must inform the student that he/she has the right to explain his/her position as part of the informal investigation. As used herein, "informal investigation: means the opportunity for the student to be informed of the basis of the investigation by the dean and to present argument and evidence in his/her behalf, within ten (10) days;
 - b. Following completion of the informal investigations specified above, the dean may determine that there is an insufficient basis in fact and dismiss the matter; he/she may conclude that there is sufficient factual basis for discipline;
 - c. The dean may, after an informal investigation, impose such discipline specified in Section 5: Discipline/Penalties Items 1-4 as he/she believes appropriate.
4. Discipline including removal of college privileges or suspension or

expulsion:

- a. If the dean or designee of the president concludes that the alleged conduct, taken as true, does violate provisions of Section 3: Proscribed Conduct and is contemplating removal of college privileges or suspension or expulsion, the dean shall cause a statement of charges to be served on the student involved. Said statement shall contain a concise statement of the facts on which the charges are based, a citation of the rule or rules alleged to have been violated, a statement of the maximum penalty sought, a statement that the student may request a hearing by responding in writing within ten (10) days, and a statement that failure to request a hearing may result in imposition of the maximum penalty sought;
 - b. If a hearing is requested, the student is entitled to the following: to choose to be heard by either an impartial party or panel appointed by the dean (As used herein, the term "impartial" shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings.), to appear in person, to have a staff or faculty advisor of his/her choice accompany him/her, to hear and to question adverse witnesses, to inspect all affidavits, documents, and other evidence to be used against him or her, to present evidence and testimony in his/her behalf, to receive a written decision following the hearing and to request a review of the hearing decision by the dean within ten (10) days of the decision. The dean may promulgate rules for the conduct of the hearing;
 - c. The dean is authorized to appoint college employees and students as the impartial party or panel specified herein, and the dean may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is not impartial. The challenge is to be made to the dean, and the decision of the dean shall be final;
 - d. A written decision of the panel shall be forwarded to the dean and shall specify its findings and the penalty assessed, if any.
5. Emergency removal of college privileges or suspension or expulsion:
- a. In the case of an emergency, the dean or designee of the president may immediately remove college privileges or suspend or expel a student. An emergency means a situation under which the continued presence of the student at the college poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process;
 - b. A student whose college privileges are removed or suspended or expelled as a result of an emergency shall be afforded written reasons for the discipline and a statement that the student may

request a hearing by responding in writing within ten (10) days. If no action is taken to request a hearing, then the removal of college privileges or suspension or expulsion will remain in effect.

- c. If a hearing is requested, the student is entitled to the following: to choose to be heard by either an impartial party or panel appointed by the dean (As used herein, the term "impartial" shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings.), to appear in person, to have a staff or faculty advisor of his/her choice accompany him/her, to hear and to question adverse witnesses, to inspect all affidavits, documents, and other evidence to be used against him or her, to present evidence and testimony in his/her behalf, to receive a written decision following the hearing and to request a review of the hearing decision by the dean within ten (10) days of the decision. The dean may promulgate rules for conduct of the hearing;
 - d. The dean is authorized to appoint college employees and students as the impartial party or panel specified herein, and the dean may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is not impartial. The challenge is to be made to the dean, and the decision of the dean shall be final;
 - e. A written decision of the panel shall be forwarded to the dean and shall specify its findings and the penalty assessed, if any.
6. Except in the case of an emergency as defined in No. 4 above, no disciplinary penalty may be implemented during the ten (10) days in which a student is entitled to request a hearing of the decision of the dean of student services by an impartial party or panel, nor during the period in which any such hearing is being conducted.

SECTION 5 - Disciplinary Penalties

"Disciplinary penalty" shall mean any action affecting the status of the individual as a student, taken by the college in response to student misconduct, including but not limited to the following:

1. **Disciplinary Warning:** Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action;

2. **Removal from a Course:** This penalty may involve removal with a grade of "F" or "W";

3. **Removal from Campus:** In cases involving conduct is disruptive to the educational process or constituting a real or implied threat to any student, guest, or college employee, the person may be required to leave the campus, classroom, or other location immediately for a definite period of

time, not to exceed one week;

4. **Disciplinary Probation:** Disciplinary probation is the status that indicates either serious misconduct not warranting removal of college privileges or suspension or expulsion. The next discipline to be imposed after Disciplinary Probation may be removal of college privileges or suspension or expulsion;

5. **Removal of College Privileges:** This penalty may involve restrictions on student privileges for a definite period of time not to exceed two semesters;

6. **Suspension:** Suspension is temporary disciplinary separation from the college involving denial of all student privileges, including entrance to college premises without an appointment, not to exceed two semesters;

7. **Expulsion:** Expulsion is permanent disciplinary separation from the college involving denial of all student privileges, including entrance to college premises, without an appointment.

RIGHT OF APPEAL

Any student who is found guilty by any committee or other school authority of violating any provision, regulation or policy of the college or who has been disciplined by removal of college privileges or suspended or expelled shall have the right to appeal the finding and/or discipline imposed upon him/her to the president of the college after an informal investigation or hearing has taken place. Any such appeal shall be in writing, shall be based solely upon the record and shall be limited to one or more of the following grounds: that the finding is not supported by substantial evidence, that a fair hearing was not accorded the accused or that the discipline imposed was excessive or inappropriate.

It shall be the responsibility of the president to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

REMOVAL FROM OFFICE

Any student in violation of proscribed conduct will automatically be removed as an officer of a CCC campus club and/or relinquish a title or cease to represent the college in any capacity. If the seriousness of the situation warrants such action, the student may be suspended from the college.

DRUG AND ALCOHOL POLICY

Coastal Carolina Community College is dedicated to the dissemination of knowledge and to the provision of quality educational opportunities by maintaining a teaching/learning environment which is conducive to that purpose. That environment is damaged by the use of alcohol and other drugs. Therefore, all members of the academic community - students, faculty members, administrators and other employees - share the responsibility for protecting and maintaining that environment.

Accordingly, every student of Coastal Carolina is responsible for being

familiar with and complying with the terms of this policy, which has been adopted by the Board of Trustees of Coastal Carolina. This policy is applicable to all other places and events controlled or sanctioned by the institution.

It is the policy of this college that the unlawful manufacture, distribution, dispensation, possession or use or being under the influence of an illegal drug or alcohol on the college's property or as a part of any of its activities is prohibited. Coastal Carolina's policy and programs are intended to accomplish the following:

1. Prevent substance abuse through a strong educational effort;
2. Inform members of the academic community about counseling services and rehabilitation programs such as substance abuse counseling, treatment, or rehabilitation programs which are available to them;
3. Provide a description of applicable legal sanctions under local, state, or federal law;
4. Provide information concerning health risks associated with the use of illegal drugs and the abuse of alcohol.

EDUCATION

Coastal Carolina Community College is committed to the education and development of students, faculty and staff regarding alcohol and other drug use by establishing and maintaining a drug-and alcohol-free awareness program.

The program will include information about the incompatibility of alcohol abuse and the use of illegal drugs with the goals of Coastal Carolina, the health risks associated with illegal drug use, and the potential legal consequences of involvement with alcohol and other drugs.

COUNSELING AND REHABILITATION SERVICES TO PREVENT SUBSTANCE ABUSE

Students may seek assistance with an alcohol- or other drug-related problem through Coastal Carolina Community College. A listing of available services and referrals will be provided.

ENFORCEMENT AND PENALTIES

Coastal Carolina Community College will take necessary action to comply with state and federal law and applicable campus policy in eliminating alcohol and other drugs from the college community. The penalties that may be imposed range from probation to expulsion. However, the following minimum penalties shall be imposed for the particular offenses described:

Alcohol

1. A student shall not knowingly possess, use, transit, or be under the influence of any alcoholic beverage or intoxicant on the college campus or any college sanctioned activity, function or event;
2. For a first offense of knowingly possessing, use of, transit or being under the influence of any alcoholic beverage or intoxicant, the stu-

dent will be escorted off the campus or from the college activity, function or event and must meet with the dean of student services for counseling prior to returning to class;

3. For second or other subsequent offenses involving alcohol, progressively more severe penalties shall be imposed, including expulsion.

Trafficking in Illegal Drugs

1. For the illegal manufacture, sale or delivery of, or possession with intent to manufacture, sell or deliver any controlled substance identified in Schedule I, NC General Statutes 90-89, or Schedule II, NC General Statutes 90-90 (including, but not limited to heroine, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), the student shall be expelled;
2. For a first offense involving the illegal manufacture, sale or delivery or possession with intent to manufacture, sell or deliver any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94 (including, but not limited to, marijuana, phenobarbital, codeine), the minimum penalty shall be suspension from enrollment for a period of at least one semester. For a second offense, any student shall be expelled.

Illegal Possession of Drugs

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, NC General Statutes 90-89 or Schedule II, NC General Statutes 90-90, the minimum penalty shall be suspension from enrollment for a period of at least one semester or its equivalent;
2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A student on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the dean of student services or designee of the president deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment for any unexpired balance of the prescribed period of probation;
3. For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion.

SUSPENSION PENDING FINAL DISPOSITION

When a student has been charged by the college with a violation of policies concerning illegal drugs or alcohol, he/she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the dean of students (or in his/her absence, the president's designee) concludes that the person's continued presence within the college community would constitute a clear and

immediate danger to the health or welfare of other members of the college community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held in accordance with Discipline Procedures as outlined in the college catalog.

It is the responsibility of all students to be informed of and abide by the provisions of this policy.

AIDS POLICY

In an effort to ensure the health and safety of all students and employees of Coastal Carolina Community College, the following AIDS policy has been adopted:

1. The institution will conduct an ongoing educational campaign which will include current information about AIDS to be distributed to all college constituencies. Basic information shall be conveyed in various ways including printed materials, posters, seminars and work shops. The institution shall also develop a capacity for responding to the needs of persons who may seek more detailed information and personal consultation about the disease through referrals to appropriate external community agencies;
2. Persons infected with the AIDS virus shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless the person poses a risk of transmission to others. A case-by-case assessment will be made based on expert medical and legal advice as to the restriction or exclusion of any infected student or employee;
3. The names of persons infected by AIDS are confidential and shall not be released publicly. An individual infected with the virus may inform the dean of student services if special arrangements are needed;
4. The institution will observe the safety guidelines established by the US Public Health Service for the handling of blood and other body fluids and secretions, both in health care programs and in other institutional contexts in which such fluids or secretions may be encountered.

GENERAL BEHAVIOR IN CLASS

No soft drinks, snacks, etc., are to be brought into any classroom. All students are reminded that such items may be more appropriately enjoyed within the premises of the college cafeteria.

SMOKING

Smoking is not allowed in any building on campus.

STUDENT IDENTIFICATION

Students are required to provide identification to any school personnel upon request while on campus or at any activity sponsored by the school off campus.

POLICY FOR CHILDREN ON CAMPUS

No visitor, student, faculty member, or employee of the college should bring his/her children or other children with him/her to class, to work, or to the college. We encourage parents to arrange for child care prior to conducting business at the college. In the event that children are needed for classroom demonstrations, etc., written approval from the appropriate dean or supervisor must be secured. Children visiting the dental laboratory will be exempt if their reason for being there is for dental care.

No child will be left unattended in any area on the campus including the cafeteria, parking lots, Learning Resources Center and athletic field.

REGISTRATION OF VEHICLES

All motor vehicles operated regularly on campus must be registered with the campus security office. This includes vehicles operated on campus by students, faculty, or staff even though the vehicle may be owned by a third party who does not operate the vehicle on campus. A motor vehicle not properly registered, insured, and licensed by the North Carolina Department of Motor Vehicles or some other competent government agency may not be operated on Coastal Carolina Community College property. All vehicle operators must be properly licensed and have a CCCC parking permit permanently affixed to the left rear bumper or left side of rear glass.

SPEED

The speed limit on campus is set at a maximum of 15 mph. This does not relieve drivers of the responsibility of operating vehicles at a reasonable and prudent speed and driving slower when circumstances require a speed of less than 15 mph.

PARKING

Parking will be permitted in designated areas only. Signs or markings indicating that parking spaces are designated for certain persons or groups will be observed. Parking on grass or unpaved areas that are not normal parking areas is prohibited. Traffic tickets will be issued for parking violations. The fine for each offense shall be five dollars (\$5.00). Those with overdue parking violations will not be allowed to register until fines are paid at the business office. The towing law will be enforced.

INCLEMENT WEATHER POLICY

Should it become necessary to close the college because of inclement weather (storms, ice, snow, etc.), the president of the college or his representative will make an announcement on local radio and television at 7 a.m. and 5 p.m. A separate announcement may be made by the president or his representative about the operational status of the college. Because so many of the college's students have children attending Onslow County schools, normally the college will close or delay opening in conjunction with the school system: however, it is not required to do so and may occasionally announce a different decision with regard to inclement weather.

Interested persons should stay tuned to local stations for information relating to the college and not overburden college telephone lines by calling to determine whether or not classes will be held.



STUDENT SERVICES

COUNSELING

Professional counselors will assist students at Coastal Carolina Community College with educational, occupational and personal problems. Counseling services are available to every student for needs ranging from pre-admission through graduation. Students are encouraged to seek guidance from the counselors when the need exists.

HUMAN SERVICES

The human services office offers a variety of programs to students and to the public. The office is located on the first floor of the Kenneth B. Hurst Continuing Education Building.

Financial Assistance is available for students to assist with tuition, books, tools, supplies and child care. A variety of grants are utilized to provide such assistance including the Job Training Partnership Act, Single Parent/Displaced Homemaker and New Directions.

Child Care Resource and Referral (CCR&R) offers students and the community free information about child care arrangements and options throughout Onslow County. Parents are given material to assist them in choosing the best setting for their children. Additionally, CCR&R coordinates training for child care providers and maintains a toy and resource lending library for providers.

The **Human Resources Development** (HRD) program provides free short-term pre-vocational training, counseling and assistance with placement in either employment or educational training. The student-centered classes are free of charge and offered on both the weekdays and weekends to supplement unemployed and underemployed adults with the academic and human relations skills needed to become and remain successful employees.

Career and Employment Information/Assistance is available to assist people in a variety of ways. Career exploration and counseling is offered to anyone undecided about a career path. Information such as job responsibilities, required education, employment opportunities and wages is available. Job Search skills development in the areas of job search strategies, resume preparation, interviewing and salary negotiation is offered both individually and in group settings. Job Placement assistance is offered through posting of job openings and access to Employment Security Commission's state and national job listings.

ORIENTATION

New students who enroll fall semester are expected to participate in an orientation program designed to promote rapid and sound adjustment to the educational philosophy, programs, and standards of the college.

STUDENT HEALTH

The college does not provide medical, hospital, or surgical services.

Medical services are available at the emergency room of Onslow Memorial Hospital. A doctor is on call twenty-four (24) hours a day at the hospital.

Students enrolled in a academic program course/courses are covered by student accident insurance.

STUDENT FINANCIAL ASSISTANCE

Many financial assistance programs are provided by the college to ensure educational opportunity for the individual. Grants, scholarships, and employment opportunities are included in such programs. Most financial awards are based on the financial needs of the recipients after determination by ACT or CSS of a reasonable family contribution . Applications for ACT or CSS and additional information may be obtained at the financial aid office, the college foundation office and the human services office. Interested persons should apply for financial aid at least ten (10) weeks prior to the registration date of the semester for which it is required.

COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

To help insure the purpose and objectives of the college, Coastal Carolina Community College Foundation, Inc., was formed to provide financial and other support beyond that which can be obtained through normal sources. State and local allocated funds sustain the basic costs of the college, but such funds never meet all the needs for facilities and educational and cultural opportunities. Because of limitations on normal sources, the college must look for private donor support.

USES OF FUNDS

Coastal Carolina Community College Foundation, Inc., was established to provide private financial assistance for buildings, programs, and activities of the college which promote the objectives of the college.

While the current major objective of the college foundation is to provide scholarships for Coastal's students, funds may be used to support or promote activities including but not limited to:

1. Capital outlay;
2. Procurement of special equipment;
3. Development of special facilities;
4. Support of the college library;
5. Professional development for staff and faculty.

PROCEDURE FOR GIVING

Persons interested in providing private assistance to Coastal Carolina Community College or in obtaining additional information about the college or the foundation are encouraged to contact the president of the Coastal Carolina Community College Foundation or any foundation member.

Opportunities for large or small gifts to the college are almost unlimited

and can be readily tailored to fit the situation or desires of the individual donor.

BOARD OF DIRECTORS OF COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

Don Williamson, President
Michael K. Alford, Vice President/Fund Drive Chairman
Dr. Ronald K. Lingle, Secretary
James W. Owens, Treasurer
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Randy Ramsey
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John W. Rouse
Leon Ward Sylvester, III
Joseph S. Temple
Steven W. Wangerin
C. Louis Shields, Trustees Liason
Dr. Robert Switzer, Faculty Liason
Colette B. Teachey, Executive Director

COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC., SCHOLARSHIPS

Scholarships are available to Coastal students who qualify under the following criteria: must be a full-time student, must show evidence of need and must maintain a cumulative grade point average of at least a 2.0.

No person shall on the basis of race, color, creed or religion, age, sex, national origin or physical handicap be excluded from the selection process for scholarships.

The following scholarships are awarded by the Coastal Carolina Community College Foundation, Inc.:

1st National Pawn Scholarship
360^o Communications Scholarship
Aladdin Electrical Service Scholarship

American Business Women's Association Janerion Chapter Scholarship
Pat and Ellis Baggett Scholarship
Barone's Office Supply and Equipment Scholarship
Carl J. Beacham, Sr., Memorial Scholarship
Thomas W. Bell, Jr., DDS, PA Scholarship
Dr. and Mrs. Henry M. Best, III Scholarship
James E. Black Memorial Scholarship
Bonita B. & Huey I. Borders Memorial Scholarship
(Sponsored by Ann B. Webb)
Polly and Ray Brown Scholarship (McDonald's)
Cardinal Motors Scholarship
Carolina Power & Light Scholarship
Carolina Power & Light Electrical Installation or Air Conditioning,
Heating & Refrigeration Scholarship
Carolina Telephone College Transfer Scholarship
Carolina Telephone Technical/Vocational Scholarship
Faye K. & John T. Carter, Jr., Scholarship
Centura Bank Scholarship
CCCC Association of Educational Office Personnel Scholarship
Coastal Carolina Community College Foundation Scholarships
The Coastal Carolina Dental Hygiene Component Loan/Scholarship
Coastal Dry Cleaners Group Scholarship
Coca-Cola Bottling Scholarship
Coldwell Banker Ockuly Realty Scholarship
Cooperative Bank for Savings Scholarship
Martha and Jim Coyne/GED Scholarship
Credit Bureau of Jacksonville and Onslow County Scholarship
(Sponsored by Bea Ruse)
The Daily News Scholarship
Edna & Dewey Edwards Memorial Scholarship
Timothy F. Edwards, M.D., P.A. Scholarship
Emerald Isle Beach Music Festival Scholarship
(Sponsored by Watson-Matthews Inc. Real Estate)
Everett-Bishop Memorial Scholarship
First Citizens Bank and Trust Company Scholarship
Dr. Rolando F. Fischer Memorial Scholarship
Scott Alan Gasperson Memorial Scholarship
John G. Gay/Student Services Scholarship
Daniel Lindsey Grant Memorial Scholarship
Grant's Creek Nursery Scholarship
Senator A. D. Guy Scholarship
James L. Henderson, Jr., Scholarship
Herring Family Scholarship
G. R. Hiehle Memorial Scholarship
Linda Holtz Hiehle Scholarship
William Troy Humphrey Scholarship
Sandra and Doug Ivey/Kenco Scholarship

Jacksonville Breakfast Rotary Club Scholarship
 Jacksonville Kiwanis Club Scholarship
 Jacksonville/Onslow Homebuilders Association Scholarship
 Jacksonville Rotary Club Scholarship
 Jones-Onslow EMC Scholarship
 Jenkins Gas and Oil Scholarship
 Lanier and Fountain Scholarship
 Lejeune Chapter - TROA Scholarship
 Lejeune Honda Cars Scholarship
 Marine Chevrolet, Cadillac, Geo Scholarship
 Marine Federal Credit Union Scholarship
 Meadows, Schaberg & Lutcavage D.D.S., P.A. Scholarship
 (2) Willis E. Mease, M.D., and Eleanor P. Mease, R.N., Scholarship
 Marion Henry Mehl Memorial Scholarship
 Modern Exterminating Company Scholarship
 (Presented in honor of Mr. & Mrs. J. W. Efirid and Mr. &
 Mrs. James A. Barnes)
 Moore Buick Pontiac Mitsubishi Scholarship
 Rosa & Navi Morton Memorial Scholarship
 Florence Mallard Myers Memorial Scholarship
 National Dodge-Olds-VW Scholarship
 New River Rotary Club Scholarship
 Non-Commissioned Officers Association Scholarship
 NC Community College Scholarship
 Onslow Animal Hospital Scholarship
 Onslow County Dental Society Scholarship
 Onslow Women's Health Center Scholarship
 (Sponsored by Dr. Henry Haye and Dr. Eric Buffong)
 Rocky Ozment Scholarship
 Barbara & Tom Pace Scholarship
 Pepsi Cola Bottling Company of Jacksonville, Inc., Scholarship
 Dr. Jose M. Perez Cubillas Memorial Scholarship
 John L. Pierce Surveying Scholarship
 Piggly Wiggly of Jacksonville/New River Scholarship
 Piggly Wiggly of Jacksonville/Northwoods Scholarship
 Piggly Wigglys of Richlands Scholarship
 Gregory Poole Scholarship
 Alfred Popkin Memorial Scholarship
 Jerry Popkin Memorial Scholarship
 Cathy & John Psilos Scholarship
 Shirley J. and Albert P. Rachide Scholarship
 Hugh Ragsdale Memorial Scholarship
 Johnnie F. Ramsey and Francis S. Ramsey Memorial Scholarship
 Debbi and Richard Ray Scholarship
 Richard L. Ray Memorial Scholarship
 Lloyd Bryan Respass Memorial Scholarship
 Lloyd P. Respass Memorial Scholarship

Rhodes Chevrolet-Geo Scholarship
Richlands Rotary Club Scholarship
John T. Ryan, Jr., Memorial Scholarship
(Sponsored by Mine Safety Appliance Company)
Sanders Ford Scholarship
Stevenson Hyundai Jeep-Eagle Scholarship
Susie and Louis W. Sewell, Sr., Memorial Scholarship
Shields-Sparkman Medical Allied Health Scholarship
Soroptimist International of Jacksonville Scholarship
Stamats Distributing Company Scholarship
(Sponsored by Clara and Bill Stamats)
Stanadyne Scholarship
Richard A. Suls Memorial Scholarship
Swansboro Rotary Club Scholarship
Switzer Scholarship
Rebecca Perry Sylvester Memorial Scholarship
Tar Heel Aviation, Inc., Scholarship
Frances Stroud Thompson Memorial Scholarship
(Sponsored by Donald H. Thompson)
Thurston-Zimmerman Memorial Scholarship
Tireville Scholarship
Walter "Blackie" Vatcher Memorial Scholarship
Barbara and Huck Venters Scholarship
Agnes Vergon/EMS Scholarship
Wachovia Technical Scholarship
Alex Warlick, Jr., Scholarship
Mary Alexis Warlic Memorial Scholarship
The Whitehead/Lanier Memorial Scholarship
(Sponsored by Jacksonville Police Training Academy, Inc.)
A. V. Williams Memorial Scholarship

GRANTS

THE FOLLOWING GRANTS ARE ADMINISTERED BY THE FINANCIAL AID DEPARTMENT:

PELL GRANT (FORMERLY THE BASIC EDUCATIONAL OPPORTUNITY GRANT ([BEOG])) provides the recipient with a base sum of financial assistance. Recipients may attend the college with the award and may apply for additional funds from other programs to meet the total cost of their education. Such factors as total funds allocated by Congress for the federal grant program, cost of education, and expected family contribution determine the award amount.

THE NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG) is offered by the North Carolina State Education Assistance Authority through College Foundation, Inc. Awards range from \$200 to \$1500 per year based upon demonstrated need. Interested students should complete the free Application for Federal Student Aid (FAFSA); show on the form that North Carolina is his/her state of legal residence; mark "yes" on the form, giving

the U. S. Department of Education permission to send the financial information to College Foundation, Inc.; and, list at least one North Carolina college, university, technical or vocational school in the release section of the form. Awards are granted by College Foundation, Inc. The deadline for applying is March 15 of each year.

THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

PROGRAM is funded by the federal government for students with exceptional financial needs. The students are recipients of awards since they would be unable to continue their education without a grant. Additional financial aid is awarded to the recipients from the other programs.

Additional grants are available through the human services department located in the Kenneth B. Hurst Continuing Education Building.

LOANS

Short-term emergency loans are made available by the Coastal Carolina Community College Foundation office to students in EMERGENCY situations to cover the costs of tuition and/or books.

EMPLOYMENT OPPORTUNITIES

THE "ON CAMPUS" COLLEGE WORK-STUDY PROGRAM is funded by the federal government and the college. The program assists students by providing job opportunities within the various departments on the college campus. Total hours of work and earnings are based on the financial needs of the individual students in the program.

JOB PLACEMENT ASSISTANCE is offered through human services. Job listings are posted on bulletin boards located in the student services building outside the Student Emporium bookstore and in the Ragsdale Building. In addition, the NC Employment Security Commission provides terminals in the career center for student access to local, state and national job listings. Assistance is also available for help with resumes and cover letters.

VETERAN'S BENEFITS

The college is approved for the training of veterans, war orphans, children of totally disabled veterans, widows of any persons who dies of service-connected disabilities or wives of any veterans with total disabilities of permanent nature resulting from service-connected disabilities. Eligible persons seeking such benefits should contact the college, be accepted for a program of study, and then seek counseling from the veterans' assistance counselor.

All GI Bill students should have and be familiar with the Veterans' Affairs Handbook.

GI Bill students are liable for repayment of overpayments resulting from their repeating courses for which they have previously received credit. If a student receives a grade of "D" or better, he/she cannot draw GI Bill edu-

cational benefits for repeating the course. It is the student's responsibility to insure that he or she does not repeat courses.

If a student changes his/her academic program, he/she may be allowed transfer credit for applicable courses taken and passed in the previous academic program. Cumulative GPA will be computed with grades earned only in courses transferred into the new academic program.

VOCATIONAL REHABILITATION ASSISTANCE

Certain students with special needs are eligible for aid administered through the Division of Vocational Rehabilitation, NC Department of Public Instruction. Those who seek aid should apply with the local Division of Vocational Rehabilitation.

SOCIAL SECURITY BENEFITS

Some students may qualify for financial assistance through their parents' social security benefits. Those seeking such aid should first contact their local social security office.

STANDARDS OF PROGRESS NEEDED TO HOLD OFFICE IN STUDENT ORGANIZATIONS

Students must be enrolled full time, have at least a "C" (2.0) academic program average, and not be on academic probation in order to hold an office in any student organization or to hold any title representing the college.



PROGRAMS OF STUDY

Coastal Carolina Community College offers the following programs of study. The courses listed in each curriculum are required. However, they may not always be taught during the semester indicated. A student should confer with his or her educational counselor concerning course schedules. A schedule of courses offered will be published each semester. The college reserves the right to postpone offering a curriculum which has an insufficient number of applicants.

ASSOCIATE IN ARTS DEGREE - A10100

ASSOCIATE IN FINE ARTS DEGREE - A10200

ASSOCIATE IN SCIENCE DEGREE - A10400

ASSOCIATE IN APPLIED SCIENCE DEGREE

A25100 Accounting	A25260 Information Systems
A40100 Architectural Technology	A2526E Information Systems/ Programming
A45120 Associate Degree Nursing (Non-integrated)	A45420 Medical Laboratory Technology
A25120 Business Administration	A25360 Office Systems Technology
A55180 Criminal Justice	A2536A Office Systems Technology/ Legal
A45260 Dental Hygiene	A2536B Office Systems Technology/ Medical
A55220 Early Childhood Associate	A25380 Paralegal Technology
A45340 Emergency Medical Science	
A55240 Fire Protection Technology	

DIPLOMA

D35100 Air Conditioning, Heating, and Refrigeration Technology	D25260 Information Systems
D60100 Autobody Repair	D2526E Information Systems/ Programming
D55140 Cosmetology	D50300 Machining Technology
D45240 Dental Assisting	D60240 Medium/Heavy Duty Vehicles Systems Technology
D55220 Early Childhood Associate	D45660 Practical Nursing
D35220 Electrical/Electronics Technology	D45740 Surgical Technology
D50120 Electronic Servicing Technology	D50420 Welding Technology

CERTIFICATE

C35100 Air Conditioning, Heating, and Refrigeration	Technology
C40100 Architectural Technology	C55240 Fire Protection Technology
C60100 Autobody Repair	C50300 Machining Technology
C55120 Basic Law Enforcement Training	C55380 Manicuring Instructor
C55160 Cosmetology Instructor	C55400 Manicuring/Nail Technology
C55220 Early Childhood Associate	C60240 Medium/Heavy Duty Vehicles Systems Technology
C35220 Electrical/Electronics Technology	C45480 Nursing Assistant
C50120 Electronic Servicing	C2536B Office Systems Technology/ Medical
	C50420 Welding Technology

DEVELOPMENTAL STUDIES

The developmental studies program is a student-centered, pre-credit program of instruction offered to prepare students for admission to college level courses. Courses in developmental studies (biology, chemistry, English, math, and reading) are designated by two-digit numbers. A student enrolls in the appropriate developmental series if he or she:

1. Scores below established performance standards on the college's placement examinations;
2. Has insufficient high school background and/or desires to increase overall proficiency in biology, chemistry, English, math, or reading;
or
3. Has enrolled in college level courses, but shows a need for improvement.

CURRICULUM OUTLINES AND GRADUATION REQUIREMENTS

The general requirement that a student have at least a “C” (2.0) overall average applies to all curricula. All college programs of study leading to two-year degrees are designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills. Students entering programs, not prepared to begin study in required college-level courses, must prepare themselves in appropriate developmental courses.

COLLEGE TRANSFER PROGRAM

The College Transfer Program is composed of a wide variety of courses in the arts and sciences. Courses are selected in this program in order to obtain an Associate Degree, to fulfill related course requirements in certain occupational curricula, or to provide general educational enrichment.

Associate Degrees are offered in the Arts (A.A.), Sciences (A.S.), and Fine Arts (A.F.A.). The 64/65 semester credit hours of course work leading to these degrees is designed to parallel the freshman and sophomore years of study at four-year colleges and universities.

The Associate in Arts Degree is for students desiring to pursue liberal arts and pre-professional programs in areas other than the fine arts and the sciences. Examples of Associate in Arts Degree areas are the following: business administration, business education, elementary education, secondary education, international studies, journalism, law, nursing, recreation and social work.

The Associate in Science Degree is for students desiring to enter science and/or math related fields. Examples of Associate in Science Degree areas are the following: agriculture, dentistry, engineering, forestry, mathematics, pharmacy, science, textiles, and veterinary medicine.

The Associate in Fine Arts Degree is for students desiring to pursue studies in drama, music, or visual arts.

In each of the Associate Degree curricula, certain general education courses are required in the areas of English, mathematics, natural science, social science, humanities, fine arts, and physical education. In addition to these required general education courses, other more specialized courses are suggested in various pre-professional curricula leading to the Associate in Arts and Associate in Science Degrees and required in the pre-professional curricula of art, drama, and music leading to the Associate in the Fine Arts Degree. Finally, in each Associate Degree curriculum, a number of credits are unspecified: courses taken to fulfill these credits are at the election of the student (called elective courses).

In the process of successfully completing this program of study, the college transfer student will have demonstrated the ability to:

1. Be able to communicate satisfactorily in written English.
2. Be able to analyze mathematical or scientific information, understand relationships among variables, and arrive at logical conclusions to specific problems.

3. Understand the foundation of one's own culture through a knowledge of basic themes and events in the history of western civilization.
4. Understand the role of life-long physical activity in enhancing the quality of one's life.
5. Be familiar with the aims and methods of intellectual, spiritual, literary, or artistic expressions that have shaped development of human imagination.



GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

- GENERAL EDUCATION CORE*** **44 SHC**
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.
- English Composition** **6 SHC**
ENG 111 and **one** of the following
ENG 112, 113, 114
- Humanities/Fine Arts** **12 SHC**
Select **four** courses from at least **three** of the following discipline areas. **At least one course must be a literature course (English) and one course must be a fine arts course (Art, Drama, or Music).**
ART 111, 114, 115, 116, 117
DRA 111, 112, 122, 211, 212
ENG 231, 232, 241, 242, 251, 252
FRE 111, 112, 211, 212
HUM 160, 211, 212
MUS 110, 213
PHI 215
REL 211, 212
SPA 111, 112, 211, 212
- Social/Behavioral Sciences** **12 SHC**
Select **four** courses from at least **three** of the following discipline areas: economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**
ECO 151, 251, 252
GEO 111, 112
HIS 121, 122, 131, 132
POL 110, 120, 220
PSY 150, 237, 241, 281
SOC 210, 213, 220
- Natural Sciences/Mathematics** **14 SHC**
Mathematics (6 SHC):
CIS 110 and **one** of the following:
MAT 140, 161, 171
Natural Sciences (8 SHC): Select **two** courses, including accompanying laboratory work, from among the biological and physical science disciplines.
One course (4 SHC) must be from the following:
BIO 111, CHM 151, PHY 151, 251
A second course (4 SHC) may be selected from the courses listed above, or from the following:
BIO 112, 120, 130, 140/140A
CHM 152
PHY 152, 252

OTHER REQUIRED HOURS **20 SHC**

Speech/Communication (3 SHC):

COM 120 OR COM 231

Physical Education (1 SHC):

PED 111

Electives (16 SHC):

Additional general education, suggested major curriculum, and professional courses which have been approved for transfer.

TOTAL SEMESTER HOURS CREDIT **64 SHC**

***Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.**

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE

GENERAL EDUCATION CORE* **28 SHC**

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition **6 SHC**

ENG 111 and **one** of the following

ENG 112, 113, 114

Humanities/Fine Arts **6 SHC**

Select **two** courses from **two** of the following discipline areas. **One course must be a literature course (English).** Any Fine Arts course (Art, Drama, Music) must be outside the major discipline.

ART 111, 114, 115, 116, 117

DRA 111, 112, 122, 211, 212

ENG 231, 232, 241, 242, 251, 252

FRE 111, 112, 211, 212

HUM 160, 211, 212

MUS 110, 213

PHI 215

REL 211, 212

SPA 111, 112, 211, 212

Social/Behavioral Sciences **9 SHC**

Select **three** courses from **three** of the following discipline areas. **One course must be a history course.**

ECO 151, 251, 252

GEO 111, 112

HIS 121, 122, 131, 132

POL 110, 120, 220

PSY 150, 237, 241, 281

SOC 210, 213, 220

Natural Sciences **4 SHC**

Select one course from among the biological and physical science disci-

plines.

BIO 111, CHM 151, PHY 151, 251

Mathematics 3 SHC

Select one course in introductory mathematics.

MAT 140, 161, 171

OTHER REQUIRED HOURS 36 SHC

Computer Literacy 3 SHC

CIS 110

Physical Education 1 SHC

PED 111

Major Core and Electives** 32 SHC

Courses required in each major core are listed below.

ART 30 SHC

ART 114, 115, 121, 122, 131, 135, 231, 240, 245 and **one** of the following: ART 116, 117, 247, 261, 281, 283

DRAMA 29 SHC

DRA 112, 130, 131, 140, 145, 170, 171, 211, 212, COM 231

MUSIC 30-31 SCH

MUS 121, 122, 151, 152, 161, 162, 221, 222, 261, 262, 271, 272
and

For Voice Majors 3 SHC

COM 111

For Other Music Majors 2 SHC

Select **two** courses from the following:

MUS 131, 132, 133, 134, 141, 142

TOTAL SEMESTER HOURS CREDIT 64 SHC

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Subject to Change

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE

GENERAL EDUCATION CORE* 58 SHC

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition 6 SHC

ENG 111 and **one** of the following

ENG 112, 113, 114

Humanities/Fine Arts** 12 SHC

Select **four** courses from at least **three** of the following discipline areas.

At least one course must be a literature course (English) and one course must be a fine arts course (Art, Drama, or Music).

ART 111, 114, 115, 116, 117

DRA 111, 112, 122, 211, 212
ENG 231, 232, 241, 242, 251, 252
FRE 111, 112, 211, 212
HUM 160, 211, 212
MUS 110, 213
PHI 215
REL 211, 212
SPA 111, 112, 211, 212

****3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts, one course to be selected from the following. Speech/Communication may not substitute for the literature or fine arts requirement.**

COM 120, 231

Social/Behavioral Sciences **12 SHC**

Select **four** courses from at least **three** of the following discipline areas: economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

ECO 151, 251, 252
GEO 111, 112
HIS 121, 122, 131, 132
POL 110, 120, 220
PSY 150, 237, 241, 281
SOC 210, 213, 220

Natural Sciences **16 SHC**

Select **two** courses (8 SHC) in each of **two** different science disciplines, from among the following:

BIO 111 and 112
CHM 151 and 152
PHY 151 and 152 **or**
PHY 251 and 252

Mathematics **12 SHC**

CIS 110 and **one** of the following:
MAT 161, 171

Select **two** additional courses from among the following:

MAT 151, 155, 162, 165, 172, 271, 272, 273

OTHER REQUIRED HOURS* **6 SHC**

Physical Education (1 SHC):

PED 111

Electives (5 SHC):

Additional general education, suggested major curriculum, and professional courses which have been approved for transfer.

TOTAL SEMESTER HOURS CREDIT **64 SHC**

***Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.**

NOTE: Institutions within the North Carolina University System may accept up to sixty-five (65) hours credit in transfer.)

ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting
Architectural Technology
Associate Degree Nursing (Non-integrated)
Business Administration
Criminal Justice Technology
Dental Hygiene
Early Childhood Associate
Emergency Medical Science
Fire Protection Technology
Information Systems
Information Systems/Programming
Medical Laboratory Technology
Office Systems Technology
Office Systems Technology/Legal
Office Systems Technology/Medical
Paralegal Technology



**ACCOUNTING
A25100**

CURRICULUM DESCRIPTION

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.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
ACC 120	Principles of Accounting I	3	2	4
BUS 115	Business Law I	3	0	3
COM 231	Public Speaking	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		17	4	19
 SPRING SEMESTER (1st Year)				
ACC 121	Principles of Accounting II	3	2	4
ACC 129	Individual Income Taxes	2	2	3
BUS 116	Business Law II	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 110	Introduction to Computers	2	2	3
ENG 114	Professional Research and Reporting	3	0	3
		16	6	19

FALL SEMESTER (2nd Year)

ACC 130	Business Income Taxes	2	2	3
ACC 140	Payroll Accounting	1	2	2
ACC 149	Introduction to Accounting Spreadsheets	3	0	3
ACC 220	Intermediate Accounting I	3	2	4
ACC 225	Cost Accounting	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
		15	6	18

SPRING SEMESTER (2nd Year)

ACC 150	Computerized General Ledger	1	2	2
ACC 221	Intermediate Accounting II	3	2	4
ACC 240	Governmental and Not-for-Profit Accounting	3	0	3
ACC 269	Auditing	3	0	3
BUS 225	Business Finance	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
		15	6	18

Total Semester Hours:**74****APPROVED HUMANITIES/FINE ARTS ELECTIVES**

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

ARCHITECTURAL TECHNOLOGY A40100

CURRICULUM DESCRIPTION

The Architectural Technology curriculum prepares individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction documents preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering and construction professions as well as positions in industry and government. At participating universities, graduates may continue their education toward a bachelor's degree in related fields.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
ARC 111	Introduction to Architectural Technology	1	6	3
ARC 112	Construction Materials & Methods	3	2	4
ARC 250	Survey of Architecture	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
		12	10	16
SPRING SEMESTER (1st Year)				
ARC 113	Residential Architectural Technology	1	6	3
ARC 131	Building Codes	2	2	3
ARC 230	Environmental Systems	3	3	4
CIS 111	Basic PC Literacy	1	2	2
MAT 122	Algebra/Trigonometry II	2	2	3
		9	15	15
SUMMER SEMESTER (1st Year)				
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
ARC 141	Elementary Structures for Architecture	4	0	4
ARC 240	Site Planning	2	2	3
ENG 114	Professional Research and Reporting	3	0	3
		10	8	13
FALL SEMESTER (2nd Year)				
ARC 211	Light Construction Technology	1	6	3
ARC 221	Architectural 3-D CAD	1	4	3
ARC 261	Solar Technology	1	2	2
PHY 131	Physics-Mechanics	3	2	4
	Social/Behavior Science Elective	3	0	3
		9	14	15

SPRING SEMESTER (2nd Year)

ARC 213	Design Project	2	6	4
ARC 231	Architectural Presentations	2	4	4
ARC 235	Architectural Portfolio	2	3	3
	Humanities/Fine Arts Elective	3	0	3
		9	13	14

Total Semester Hours:**73****APPROVED HUMANITIES/FINE ARTS ELECTIVES**

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

APPROVED SOCIAL/BEHAVIOR SCIENCE ELECTIVES

ECO 151	Survey of Economics	POL 110	Intro to Political Science
ECO 251	Prin of Microeconomics	POL 120	American Government
ECO 252	Prin of Macroeconomics	POL 130	State & Local Government
GEO 111	World Regional Geography	POL 220	International Relations
GEO 112	Cultural Geography	PSY 118	Interpersonal Psychology
HIS 121	Western Civilization I	PSY 150	General Psychology
HIS 122	Western Civilization II	SOC 210	Intro to Sociology
HIS 131	American History I	SOC 213	Sociology of the Family
HIS 132	American History II	SOC 220	Social Problems
HIS 231	Recent American History	SOC 240	Social Psychology

**ASSOCIATE DEGREE NURSING
A45120**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week			
		Class	Lab	Clinic	Credit
FALL SEMESTER (1st Year)					
BIO 168	Anatomy and Physiology I	3	3	0	4
MAT 110	Mathematical Measurement	2	2	0	3
NUR 115	Fundamentals of Nursing	2	3	6	5
NUR 118	Nutrition/Diet Therapy	2	0	0	2
PSY 150	General Psychology	3	0	0	3
		13	11	5	17
SPRING SEMESTER (1st Year)					
BIO 169	Anatomy and Physiology II	3	3	0	4
NUR 133	Nursing Assessment	2	3	0	3
NUR 135	Adult Nursing I	5	3	9	9
PSY 241	Developmental Psychology	3	0	0	3
		13	9	9	19
SUMMER SEMESTER (1st Session)					
NUR 185	Mental Health Nursing	3	0	6	5
		3	0	6	5
SUMMER SEMESTER (2nd Session)					
CIS 111	Basic PC Literacy	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		7	2	0	8
FALL SEMESTER (2nd Year)					

ENG 114	Professional Research and Reporting	3	0	0	3
NUR 116	Nursing of Older Adults	2	3	3	4
NUR 125	Maternal-Child Nursing	5	3	6	8
		10	6	9	15

SPRING SEMESTER (2nd Year)

NUR 233	Leadership in Nursing	2	0	0	2
NUR 235	Adult Nursing II	4	3	15	10
		6	3	15	12

Total Semester Hours: 76

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 241	British Literature I
ART 114	Art History Survey I	ENG 242	British Literature II
ART 115	Art History Survey II	ENG 251	Western World Literature I
ART 116	Survey of American Art	ENG 252	Western World Literature II
ART 117	Non-Western Art History	FRE 111	Elementary French I
ART 131	Drawing I	HUM 160	Introduction to Film
ART 240	Painting I	HUM 211	Humanities I
ART 261	Photography I	HUM 212	Humanities II
ART 283	Ceramics I	MUS 110	Music Appreciation
ART 289	Museum Study	MUS 121	Music Theory I
DRA 111	Theatre Appreciation	MUS 213	Opera and Music Theatre
DRA 112	Literature of the Theatre	PHI 215	Philosophical Issues
DRA 122	Oral Interpretation	REL 211	Intro to Old Testament
DRA 130	Acting I	REL 212	Intro to New Testament
DRA 211	Theatre History I	SPA 111	Elementary Spanish I
DRA 212	Theatre History II	SPA 120	Spanish for the Workplace
ENG 231	American Literature I		
ENG 232	American Literature II		

**BUSINESS ADMINISTRATION
A25120**

CURRICULUM DESCRIPTION

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.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ENG 111	Expository Writing	3	0	3
OST 131	Keyboarding	1	2	2
SOC 210	Introduction to Sociology	3	0	3
		16	2	17
SPRING SEMESTER (1st Year)				
BUS 116	Business Law II	3	0	3
CIS 110	Introduction to Computers	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
MAT 115	Mathematical Models	2	2	3
		13	4	15
FALL SEMESTER (2nd Year)				
ACC 120	Principles of Accounting I	3	2	4
BUS 135	Principles of Supervision	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 120	Spreadsheet I	2	2	3
MKT 120	Principles of Marketing	3	0	3
	Approved Business Elective	3	0	3
		17	4	19

SPRING SEMESTER (2nd Year)

ACC 121	Principles of Accounting II	3	2	4
BUS 153	Human Resource Management	3	0	3
BUS 225	Business Finance	2	2	3
BUS 239	Business Applications Seminar	1	2	2
	Humanities/Fine Arts Elective	3	0	3
	Approved Business Elective	3	0	3
		15	6	18

Total Semester Hours: 69

APPROVED BUSINESS ELECTIVES

ACC 129	Individual Income Taxes
ACC 130	Business Income Taxes
BUS 125	Personal Finance
BUS 147	Business Insurance
BUS 217	Employment Law and Regulations
BUS 230	Small Business Management
MKT 121	Retailing
MKT 123	Fundamentals of Selling
MKT 220	Advertising and Sales Promotion
MKT 222	Credit Procedures

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

**CRIMINAL JUSTICE TECHNOLOGY
A55180**

CURRICULUM DESCRIPTION

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.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 121	Law Enforcement Operations	3	0	3
CJC 212	Ethics and Community Relations	3	0	3
COM 120	Interpersonal Communication	3	0	3
ENG 111	Expository Writing	3	0	3
		15	0	15
SPRING SEMESTER (1st Year)				
CJC 112	Criminology	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 211	Counseling	3	0	3
MAT 115	Mathematical Models	2	2	3
PSY 150	General Psychology	3	0	3
		14	2	15
SUMMER SEMESTER (1st Year)				
CIS 110	Introduction to Computers	2	2	3
CJC 120	Interviews/Interrogations	1	2	2
CJC 132	Court Procedure and Evidence	3	0	3
CJC 141	Corrections	3	0	3
CJC 221	Investigative Principles	3	2	4
		12	6	15

FALL SEMESTER (2nd Year)

CJC 113	Juvenile Justice	3	0	3
CJC 122	Community Policing	3	0	3
CJC 151	Introduction to Loss Prevention	3	0	3
CJC 214	Victimology	3	0	3
CJC 215	Organization and Administration	3	0	3
		15	0	15

SPRING SEMESTER (2nd Year)

CJC 222	Criminalistics	3	0	3
CJC 231	Constitutional Law	3	0	3
CJC 241	Community Based Corrections	3	0	3
POL 130	State and Local Government	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		15	0	15

Total Semester Hours: 75

Students entering the Criminal Justice curriculum who completed the BLET curriculum **after** May 31, 1996, may receive credit for the following courses:

- CJC 111 Introduction to Criminal Justice
- CJC 121 Law Enforcement Operations
- CJC 131 Criminal Law
- CJC 132 Court Procedure and Evidence
- CJC 221 Investigative Principles

Students entering the Criminal Justice curriculum who completed the BLET curriculum **before** May 31, 1996, course credit will be evaluated on a case-by-case basis.

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	DRA 211	Theatre History I
ART 114	Art History Survey I	DRA 212	Theatre History II
ART 115	Art History Survey II	FRE 111	Elementary French I
ART 116	Survey of American Art	HUM 160	Introduction to Film
ART 117	Non-Western Art History	HUM 211	Humanities I
ART 131	Drawing I	HUM 212	Humanities II
ART 240	Painting I	MUS 110	Music Appreciation
ART 261	Photography I	MUS 121	Music Theory I
ART 283	Ceramics I	MUS 213	Opera and Music Theatre
ART 289	Museum Study	PHI 215	Philosophical Issues
DRA 111	Theatre Appreciation	REL 211	Intro to Old Testament
DRA 112	Literature of the Theatre	REL 212	Intro to New Testament
DRA 122	Oral Interpretation	SPA 111	Elementary Spanish I
DRA 130	Acting I	SPA 120	Spanish for the Workplace

(EVENING)

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 121	Law Enforcement Operations	3	0	3
CJC 212	Ethics and Community Relations	3	0	3
COM 120	Interpersonal Communication	3	0	3
		12	0	12
SPRING SEMESTER (1st Year)				
CJC 112	Criminology	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 211	Counseling	3	0	3
ENG 111	Expository Writing	3	0	3
		12	0	12
SUMMER SEMESTER (1st Year)				
CIS 110	Introduction to Computers	2	2	3
MAT 115	Mathematical Models	2	2	3
PSY 150	General Psychology	3	0	3
		7	4	9
FALL SEMESTER (2nd Year)				
CJC 120	Interviews/Interrogations	1	2	2
CJC 132	Court Procedure and Evidence	3	0	3
CJC 141	Corrections	3	0	3
CJC 221	Investigative Principles	3	2	4
		10	4	12
SPRING SEMESTER (2nd Year)				
CJC 113	Juvenile Justice	3	0	3
CJC 122	Community Policing	3	0	3
CJC 151	Introduction to Loss Prevention	3	0	3
CJC 214	Victimology	3	0	3
		12	0	12
SUMMER SEMESTER (2nd Year)				
CJC 215	Organization and Administration	3	0	3
CJC 222	Criminalistics	3	0	3
CJC 231	Constitutional Law	3	0	3
		9	0	9
FALL SEMESTER (3rd Year)				
CJC 241	Community Based Corrections	3	0	3
POL 130	State and Local Government	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		9	0	9
Total Semester Hours:				75

**DENTAL HYGIENE
A45260**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week			
		Class	Lab	Clinic	Credit
FALL SEMESTER (1st Year)					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
CHM 130	General, Organic and Biochemistry	3	0	0	3
CHM 130A	General, Organic and Biochemistry Lab	0	2	0	1
CIS 111	Basic PC Literacy	1	2	0	2
DEN 110	Orofacial Anatomy	2	2	0	3
DEN 111	Infection/Hazard Control	2	0	0	2
DEN 120	Dental Hygiene Preclinic Lecture	2	0	0	2
DEN 121	Dental Hygiene Preclinic Lab	0	6	0	2
		14	14	0	20
SPRING SEMESTER (1st Year)					
BIO 175	General Microbiology	2	2	0	3
DEN 112	Dental Radiography	2	3	0	3
DEN 130	Dental Hygiene Theory I	2	0	0	2
DEN 131	Dental Hygiene Clinic I	0	0	9	3
DEN 222	General and Oral Pathology	2	0	0	2
DEN 223	Dental Pharmacology	2	0	0	2
		10	5	9	15
SUMMER SEMESTER (1st Session)					
DEN 123	Nutrition/Dental Health	2	0	0	2
DEN 140	Dental Hygiene Theory II	1	0	0	1
DEN 141	Dental Hygiene Clinic II	0	0	6	2
ENG 111	Expository Writing	3	0	0	3
		6	0	6	8

FALL SEMESTER (2nd Year)

DEN 124	Periodontology	2	0	0	2
DEN 220	Dental Hygiene Theory III	2	0	0	2
DEN 221	Dental Hygiene Clinic III	0	0	12	4
DEN 224	Materials and Procedures	1	3	0	2
DEN 232	Community Dental Health	2	0	3	3
		7	3	15	13

SPRING SEMESTER (2nd Year)

COM 120	Interpersonal Communication	3	0	0	3
DEN 230	Dental Hygiene Theory IV	1	0	0	1
DEN 231	Dental Hygiene Clinic IV	0	0	12	4
DEN 233	Professional Development	2	0	0	2
SOC 240	Social Psychology	3	0	0	3
	Humanities Elective	3	0	0	3
		12	0	12	16

Total Semester Hours: 72

APPROVED HUMANITIES ELECTIVES

FRE 111	Elementary French I
HUM 160	Introduction to Film
HUM 211	Humanities I
HUM 212	Humanities II
PHI 215	Philosophical Issues
REL 211	Intro to Old Testament
REL 212	Intro to New Testament
SPA 111	Elementary Spanish I
SPA 120	Spanish for the Workplace

**EARLY CHILDHOOD ASSOCIATE
A55220**

CURRICULUM DESCRIPTION

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.

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab/Work	Credit
		Experience		
EDU 111	Early Childhood Credential I (1st 8 weeks)	2	0	2
EDU 112*	Early Childhood Credential II (2nd 8 weeks)	2	0	2
EDU 144	Child Development I	3	0	3
EDU 153	Health, Safety, and Nutrition	3	0	3
EDU 185	Cognitive and Language Activities	3	0	3
EDU 185A	Cognitive and Language Activities Lab	0	2	1
ENG 111	Expository Writing	3	0	3
		16	2	17
SPRING SEMESTER (1st Year)				
CIS 111	Basic PC Literacy	1	2	2
COE 111	Co-op Work Experience I (Early Childhood)	0	10	1
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 151	Creative Activities	3	0	3
EDU 151A	Creative Activities Lab	0	2	1
EDU 196	Seminar in Early Childhood	1	0	1
		11	14	14
SUMMER SEMESTER (1st Year)				
COM 120	Interpersonal Communication	3	0	3
EDU 131	Child, Family and Community	3	0	3
EDU 221	Children with Special Needs	3	0	3
EDU 252	Math and Science Activities	3	0	3
EDU 252A	Math and Science Activities Lab	0	2	1
EDU 261	Early Childhood Administration I	2	0	2
		14	2	15

FALL SEMESTER (2nd Year)

COE 121	Co-op Work Experience II (Early Childhood)	0	10	1
MAT 140	Survey of Mathematics	3	0	3
SOC 213	Sociology of the Family	3	0	3
	Professional Business/Management or Professional Fundamentals Elective	3	0	3
		9	10	10

SPRING SEMESTER (2nd Year)

COE 132	Co-op Work Experience III (Early Childhood)	0	20	2
	Humanities/Fine Arts Elective	3	0	3
	Professional Business/Management or Professional Fundamentals Elective	3	0	3
	Professional Business/Management or Professional Fundamentals Elective	3	0	3
		9	20	11

Total Semester Hours: 76

*EDU 113 Family & Early Childhood Credential, is an approved course substitution for EDU 112 Early Childhood Credential II. EDU 113 will be offered in the summer semester.

Approved Professional Business and Management Electives:

ACC 120	Principles of Accounting I
BUS 135	Principles of Supervision
BUS 137	Principles of Management
BUS 153	Hu Resource Management
BUS 230	Small Bus Management
CIS 110	Introduction to Computers

Approved Professional Fundamentals Electives:

PSY 150	General Psychology
PSY 237	Social Psychology
SOC 210	Introduction to Sociology
SOC 220	Social Problems
SOC 240	Social Psychology

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	DRA 211	Theatre History I
ART 114	Art History Survey I	DRA 212	Theatre History II
ART 115	Art History Survey II	FRE 111	Elementary French I
ART 116	Survey of American Art	HUM 160	Introduction to Film
ART 117	Non-Western Art History	HUM 211	Humanities I
ART 131	Drawing I	HUM 212	Humanities II
ART 240	Painting I	MUS 110	Music Appreciation
ART 261	Photography I	MUS 121	Music Theory I
ART 283	Ceramics I	MUS 213	Opera and Music Theatre
ART 289	Museum Study	PHI 215	Philosophical Issues
DRA 111	Theatre Appreciation	REL 211	Intro to Old Testament
DRA 112	Literature of the Theatre	REL 212	Intro to New Testament
DRA 122	Oral Interpretation	SPA 111	Elementary Spanish I
DRA 130	Acting I	SPA 120	Spanish for the Workplace

**EMERGENCY MEDICAL SCIENCE
A45340**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week			
		Class	Lab	Clinic	Credit
FALL SEMESTER (1st Year)					
BIO 168	Anatomy and Physiology I	3	3	0	4
EMS 110	EMT-Basic	5	3	0	6
EMS 111	Prehospital Environment	2	2	0	3
EMS 150	Emergency Vehicles & EMS Comm	1	3	0	2
ENG 111	Expository Writing	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
		15	13	0	20
SPRING SEMESTER (1st Year)					
BIO 169	Anatomy and Physiology II	3	3	0	4
COE 111	Co-op Work Experience I (EMS)	0	0	10	1
EMS 120	Intermediate Interventions	2	3	0	3
EMS 122	EMS Hospital Clinic I	0	0	3	1
EMS 130	Pharmacology I for EMS	1	2	0	2
EMS 131	Advanced Airway Management	1	2	0	2
ENG 114	Professional Research and Reporting	3	0	0	3
		10	10	13	16
SUMMER SEMESTER (1st Year)					
COE 121	Co-op Work Experience II (EMS)	0	0	10	1
EMS 140	Rescue Scene Management	1	6	0	3
EMS 220	Cardiology	3	3	0	4
EMS 222	EMS Hospital Clinical II	0	0	6	2
		4	9	16	10

FALL SEMESTER (2nd Year)

COE 131	Co-op Work Experience III (EMS)	0	0	10	1
EMS 210	Advanced Patient Assessment	2	2	0	3
EMS 232	EMS Hospital Clinical III	0	0	6	2
EMS 235	EMS Management	2	0	0	2
EMS 240	Behavioral Emergencies	2	0	0	2
EMS 250	Advanced Medical Emergencies	2	2	0	3
PSY 150	General Psychology	3	0	0	3
		11	4	16	16

SPRING SEMESTER (2nd Year)

COE 211	Co-op Work Experience IV (EMS)	0	0	10	1
EMS 242	EMS Hospital Clinical IV	0	0	6	2
EMS 260	Advanced Trauma Emergencies	1	3	0	2
EMS 270	Life Span Emergencies	2	2	0	3
EMS 285	EMS Capstone	1	3	0	2
	Humanities/Fine Arts Elective	3	0	0	3
		7	8	16	13

Total Semester Hours: 76

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

**FIRE PROTECTION TECHNOLOGY
A55240**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
CIS 111	Basic PC Literacy	1	2	2
ENG 111	Expository Writing	3	0	3
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
POL 130	State and Local Government	3	0	3
		14	2	15
SPRING SEMESTER (1st Year)				
BPR 111	Blueprint Reading	1	2	2
ENG 112	Argument-Based Research	3	0	3
FIP 136	Inspections and Codes	3	0	3
FIP 160	Fire Protection/Electrical	2	0	2
FIP 160A	Fire Protection/Electrical Lab	0	2	1
FIP 164	OSHA Standards	2	0	2
MAT 115	Mathematical Models	2	2	3
		13	6	16

SUMMER SEMESTER (1st Year)

CHM 121	Foundations of Chemistry	3	0	3
CHM 121A	Foundations of Chemistry Lab	0	2	1
FIP 128	Detection and Investigation	3	0	3
FIP 152	Fire Protection Law	2	0	2
FIP 220	Fire Fighting Strategies	3	0	3
		11	2	12

FALL SEMESTER (2nd Year)

FIP 221	Advanced Fire Fighting Strategies	3	0	3
FIP 230	Chemistry of Hazardous Materials I	5	0	5
FIP 232	Hydraulics and Water Distribution	2	2	3
FIP 236	Emergency Management	2	0	2
PHY 121	Applied Physics I	3	2	4
		15	4	17

SPRING SEMESTER (2nd Year)

FIP 144	Sprinklers and Auto Alarms	2	2	3
FIP 224	Instructional Methodology	3	0	3
FIP 240	Fire Service Supervision	2	0	2
FIP 252	Apparatus Specification and Purchase	2	0	2
FIP 260	Fire Protection Planning	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		15	2	16

Total Semester Hours: 76

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

**INFORMATION SYSTEMS
A25260**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
ACC 120	Principles of Accounting I	3	2	4
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
		12	8	16
SPRING SEMESTER (1st Year)				
CIS 120	Spreadsheet I	2	2	3
CIS 130	Survey of Operating Systems	2	3	3
CIS 152	Database Concepts and Applications	2	2	3
ENG 114	Professional Research and Reporting	3	0	3
OST 131	Keyboarding	1	2	2
		10	9	14
SUMMER SEMESTER (1st Year)				
CIS 144	Operating System - DOS	2	2	3
CIS 160	MM Resources Integration	2	2	3
CIS 215	Hardware Installation/Maintenance	2	3	3
COM 120	Interpersonal Communication	3	0	3
NET 110	Data Communications/Networking	2	2	3
		11	9	15

FALL SEMESTER (2nd Year)

ACC 150	Computerized General Ledger	1	2	2
CIS 126	Graphics Software Introduction	2	2	3
CIS 153	Database Applications	2	2	3
CIS 216	Software Installation/Maintenance	1	2	2
OST 136	Word Processing	1	2	2
PSY 118	Interpersonal Psychology	3	0	3
		10	10	15

SPRING SEMESTER (2nd Year)

CIS 217	Computer Training and Support	2	2	3
CIS 227	Microcomputer Systems Analysis	2	2	3
NET 120	Network Installation and Administration I	2	2	3
OST 233	Office Publications Design	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		11	8	15

Total Semester Hours: 75

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

**INFORMATION SYSTEMS/
PROGRAMMING
A2526E**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
ACC 120	Principles of Accounting I	3	2	4
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming & Logic	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
		12	8	16
SPRING SEMESTER (1st Year)				
ACC 121	Principles of Accounting II	3	2	4
CIS 130	Survey of Operating Systems	2	3	3
CIS 152	Database Concepts and Applications	2	2	3
CSC 135	COBOL Programming	2	3	3
CSC 143	Object-Oriented Programming	2	3	3
		11	13	16

SUMMER SEMESTER (1st Year)

CIS 244	Operating System - AS/400	2	3	3
CSC 235	Advanced COBOL	2	3	3
MAT 151	Statistics I	3	0	3
NET 110	Data Communications/Networking	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
		12	8	15

FALL SEMESTER (2nd Year)

CIS 286	Systems Analysis and Design	3	0	3
CSC 134	C++ Programming	2	3	3
CSC 138	RPG Programming	2	3	3
CSC 139	Visual BASIC Programming	2	3	3
ENG 114	Professional Research and Reporting	3	0	3
		12	9	15

SPRING SEMESTER (2nd Year)

CIS 288	Systems Project	1	4	3
CSC 234	Advanced C++	2	3	3
CSC 238	Advanced RPG	2	3	3
	Humanities/Fine Arts Elective	3	0	3
		8	10	12

Total Semester Hours: 74

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

**MEDICAL LABORATORY TECHNOLOGY
A45420**

CURRICULUM DESCRIPTION

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the National Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

		Hours Per Week			
		Class	Lab	Clinic	Credit
FALL SEMESTER (1st Year)					
CHM 130	General, Organic and Biochemistry	3	0	0	3
CHM 130A	General, Organic and Biochemistry Lab	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3
MLT 110	Introduction to MLT	2	3	0	3
MLT 111	Urinalysis and Body Fluids	1	3	0	2
MLT 140	Introduction to Microbiology	2	3	0	3
		13	13	0	18
SPRING SEMESTER (1st Year)					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
MLT 120	Hematology/Hemostasis I	3	3	0	4
MLT 130	Clinical Chemistry I	3	3	0	4
MLT 240	Special Clinical Microbiology	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		15	11	0	19
SUMMER SEMESTER (1st Session)					
MLT 115	Laboratory Calculations	2	0	0	2
MLT 125	Immunohematology I	4	3	0	5
		6	3	0	7

SUMMER SEMESTER (2nd Session)

CIS 111	Basic PC Literacy	1	2	0	2
ENG 114	Professional Research and Reporting	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
		7	2	0	8

FALL SEMESTER (2nd Year)

MLT 259	MLT Practicum I	0	0	33	11
MLT 280	Special Practice Lab	0	3	0	1
		0	3	33	12

SPRING SEMESTER (2nd Year)

MLT 217	Professional Issues	0	3	0	1
MLT 269	MLT Practicum II	0	0	33	11
		0	3	33	12

Total Semester Hours: 76

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

**OFFICE SYSTEMS TECHNOLOGY
A25360**

CURRICULUM DESCRIPTION

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.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
BUS 115	Business Law I	3	0	3
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 131	Keyboarding	1	2	2
OST 184	Records Management	1	2	2
		12	8	16
 SPRING SEMESTER (1st Year)				
ENG 114	Professional Research and Reporting	3	0	3
OST 134	Text Entry and Formatting	3	2	4
OST 136	Word Processing	1	2	2
OST 137	Office Software Applications	1	2	2
OST 164	Text Editing Applications	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
		14	6	17
 FALL SEMESTER (2nd Year)				
CIS 120	Spreadsheet I	2	2	3
CIS 152	Database Concepts and Applications	2	2	3
OST 162	Executive Terminology	3	0	3
OST 223	Machine Transcription I	1	2	2
OST 236	Advanced Word/Information Processing	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		13	8	17

SPRING SEMESTER (2nd Year)

ACC 115	College Accounting	3	2	4
BUS 110	Introduction to Business	3	0	3
OST 224	Machine Transcription II	1	2	2
OST 233	Office Publications Design	2	2	3
OST 286	Professional Development	2	0	2
OST 289	Office Systems Management	2	2	3
		13	8	17

Total Semester Hours: 67

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

**OFFICE SYSTEMS TECHNOLOGY/
LEGAL
A2536A**

CURRICULUM DESCRIPTION

Legal is a concentration under the curriculum title of Office Systems Technology. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 131	Keyboarding	1	2	2
OST 155	Legal Terminology	3	0	3
OST 184	Records Management	1	2	2
		12	8	16
 SPRING SEMESTER (1st Year)				
BUS 115	Business Law I	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
OST 134	Text Entry and Formatting	3	2	4
OST 136	Word Processing	1	2	2
OST 137	Office Software Applications	1	2	2
OST 164	Text Editing Applications	3	0	3
		14	6	17

FALL SEMESTER (2nd Year)

CIS 152	Database Concepts and Applications	2	2	3
LEX 120	Legal Research/Writing I	2	2	3
OST 156	Legal Office Procedures	2	2	3
OST 236	Advanced Word/Information Processing	2	2	3
OST 251	Legal Document Formatting (1st 8 weeks)	2	2	3
OST 252	Legal Transcription I (2nd 8 weeks)	1	2	2
		11	12	17

SPRING SEMESTER (2nd Year)

ACC 115	College Accounting	3	2	4
OST 253	Legal Transcription II	1	2	2
OST 286	Professional Development	2	0	2
OST 289	Office Systems Management	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		14	6	17

Total Semester Hours:**67****APPROVED HUMANITIES/FINE ARTS ELECTIVES**

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

**OFFICE SYSTEMS TECHNOLOGY/
MEDICAL
A2536B**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 131	Keyboarding	1	2	2
OST 164	Text Editing Applications	3	0	3
OST 184	Records Management	1	2	2
		12	8	16
SPRING SEMESTER (1st Year)				
ENG 114	Professional Research and Reporting	3	0	3
OST 134	Text Entry and Formatting	3	2	4
OST 136	Word Processing	1	2	2
OST 137	Office Software Applications	1	2	2
OST 141	Medical Terminology I-Medical Office	3	0	3
OST 148	Medical Coding Billing & Insurance	3	0	3
		14	6	17
FALL SEMESTER (2nd Year)				
CIS 152	Database Concepts and Applications	2	2	3
OST 142	Medical Terminology II-Medical Office	3	0	3
OST 236	Advanced Word/Information Processing	2	2	3
OST 241	Medical Office Transcription I	1	2	2
PSY 118	Interpersonal Psychology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		14	6	17

SPRING SEMESTER (2nd Year)

ACC 115	College Accounting	3	2	4
OST 149	Medical Legal Issues	2	0	2
OST 233	Office Publications Design	2	2	3
OST 243	Medical Office Simulation	2	2	3
OST 286	Professional Development	2	0	2
OST 289	Office Systems Management	2	2	3
		13	8	17

Total Semester Hours: 67

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

**PARALEGAL TECHNOLOGY
A25380**

CURRICULUM DESCRIPTION

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
ENG 111	Expository Writing	3	0	3
LEX 110	Introduction to Paralegal Study	2	0	2
LEX 120	Legal Research/Writing I	2	2	3
LEX 130	Civil Injuries	2	0	2
LEX 140	Civil Litigation I	3	0	3
LEX 160	Criminal Law and Procedure	2	2	3
		14	4	16
SPRING SEMESTER (1st Year)				
CIS 111	Basic PC Literacy	1	2	2
CJC 132	Court Procedure and Evidence	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
LEX 121	Legal Research/Writing II	2	2	3
LEX 141	Civil Litigation II	2	2	3
LEX 150	Commercial Law	2	2	3
		13	8	17
FALL SEMESTER (2nd Year)				
LEX 210	Real Property I	2	0	2
LEX 220	Corporate Law	2	0	2
LEX 240	Family Law	2	0	2
LEX 250	Wills, Estates, and Trusts	2	2	3
LEX 280	Ethics and Professionalism	2	0	2
SOC 220	Social Problems	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		16	2	17

SPRING SEMESTER (2nd Year)

LEX 211	Real Property II	1	4	3
LEX 214	Investigation and Trial Preparation	1	4	3
LEX 260	Bankruptcy and Collections	2	0	2
LEX 270	Law Office Management/Technology	1	2	2
LEX 271	Law Office Writing	1	2	2
LEX 285	Workers' Comp Law	2	0	2
MAT 115	Mathematical Models	2	2	3
		10	14	17

		Hours Per Week			Credit
		Class	Lab	Work Experience	
SUMMER SEMESTER (2nd Year)					
COE 111	Co-op Work Experience I (Paralegal)	0	0	10	1

Total Semester Hours: 68

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 232	American Literature II
ART 114	Art History Survey I	ENG 241	British Literature I
ART 115	Art History Survey II	ENG 242	British Literature II
ART 116	Survey of American Art	ENG 251	Western World Literature I
ART 117	Non-Western Art History	ENG 252	Western World Literature II
ART 131	Drawing I	FRE 111	Elementary French I
ART 240	Painting I	HUM 160	Introduction to Film
ART 261	Photography I	HUM 211	Humanities I
ART 283	Ceramics I	HUM 212	Humanities II
ART 289	Museum Study	MUS 110	Music Appreciation
DRA 111	Theatre Appreciation	MUS 121	Music Theory I
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 130	Acting I	REL 211	Intro to Old Testament
DRA 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I
ENG 231	American Literature I	SPA 120	Spanish for the Workplace

DIPLOMA PROGRAMS

Air Conditioning, Heating, and Refrigeration Technology
Autobody Repair
Cosmetology
Dental Assisting
Early Childhood Associate
Electrical/Electronics Technology
Electronics Servicing Technology
Information Systems
Information Systems/Programming
Machining Technology
Medium/Heavy Duty Vehicle Systems Technology
Practical Nursing
Surgical Technology
Welding Technology



**AIR CONDITIONING, HEATING, AND
REFRIGERATION TECHNOLOGY
D35100**

CURRICULUM DESCRIPTION

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 A.A.S. degree covers residential building codes, residential system sizing, and advanced comfort systems.

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

		Hours Per Week		
		Class	Lab	Credit
SUMMER SEMESTER				
AHR 151	HVAC Duct Systems I	1	3	2
AHR 160	Refrigerant Certification	1	0	1
AHR 210	Residential Building Code	1	2	2
AHR 211	Residential System Design	2	2	3
AHR 255	Indoor Air Quality	1	2	2
CIS III	Basic PC Literacy	1	2	2
		7	11	12
FALL SEMESTER				
AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 112	Heating Technology	2	4	4
MAT 101	Applied Mathematics I	2	2	3
		8	14	15
SPRING SEMESTER				
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heat Pump Technology	2	4	4
AHR 130	HVAC Controls	2	2	3
AHR 235	Refrigeration Design	2	2	3
ENG 102	Applied Communications II	3	0	3
		11	12	17
Total Semester Hours:				44

**AUTOBODY REPAIR
D60100**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
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
MAT 101	Applied Mathematics I	2	2	3
		7	16	14
 SPRING SEMESTER				
AUB 112	Painting and Refinishing II	2	6	4
AUB 122	Non-Structural Damage II	2	6	4
AUB 134	Autobody MIG Welding	1	4	3
ENG 102	Applied Communications II	3	0	3
		8	16	14
 SUMMER SEMESTER				
AUB 114	Special Finishes	1	2	2
AUB 132	Structural Damage II	2	6	4
AUB 136	Plastics and Adhesives	1	4	3
CIS 111	Basic PC Literacy	1	2	2
		5	14	11
Total Semester Hours:				39

**COSMETOLOGY
D55140**

CURRICULUM DESCRIPTION

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successful passing of 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.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
COS 111	Cosmetology Concepts I (8 weeks)	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II (8 weeks)	4	0	4
ENG 102	Applied Communications II	3	0	3
		11	24	19
SPRING SEMESTER				
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
		4	36	16
SUMMER SEMESTER				
COM 120	Interpersonal Communication	3	0	3
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
COS 150	Computerized Salon Ops	1	0	1
		6	21	13
Total Semester Hours:				48

**DENTAL ASSISTING
D45240**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week			
		Class	Lab	Clinic	Credit
FALL SEMESTER					
BIO 106	Introduction to Anat/Phys/Micro	2	2	0	3
DEN 100	Basic Orofacial Anatomy	2	0	0	2
DEN 101	Preclinical Procedures	4	6	0	7
DEN 102	Dental Materials	3	4	0	5
DEN 111	Infection/Hazard Control	2	0	0	2
		13	12	0	19
 SPRING SEMESTER					
CIS 111	Basic PC Literacy	1	2	0	2
DEN 103	Dental Sciences	2	0	0	2
DEN 104	Dental Health Education	2	2	0	3
DEN 106	Clinical Practice I	1	0	12	5
DEN 112	Dental Radiography	2	3	0	3
ENG 102	Applied Communications II	3	0	0	3
		11	7	12	18
 SUMMER SEMESTER					
DEN 105	Practice Management	2	0	0	2
DEN 107	Clinical Practice II	1	0	12	5
PSY 118	Interpersonal Psychology	3	0	0	3
		6	0	12	10
Total Semester Hours:					47

**EARLY CHILDHOOD ASSOCIATE
D55220**

CURRICULUM DESCRIPTION

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.

FALL SEMESTER	Hours Per Week		
	Class	Lab/Work Experience	Credit
EDU 111 Early Childhood Credential I (1st 8 weeks)	2	0	2
EDU 112* Early Childhood Credential II (2nd 8 weeks)	2	0	2
EDU 144 Child Development I	3	0	3
EDU 153 Health, Safety, and Nutrition	3	0	3
EDU 185 Cognitive and Language Activities	3	0	3
EDU 185A Cognitive and Language Activities Lab	0	2	1
ENG 101 Applied Communications I	3	0	3
	16	2	17
SPRING SEMESTER			
CIS 111 Basic PC Literacy	1	2	2
COE 111 Co-op Work Experience I (Early Childhood)	0	10	1
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 151 Creative Activities	3	0	3
EDU 151A Creative Activities Lab	0	2	1
EDU 196 Seminar in Early Childhood	1	0	1
	11	14	14

SUMMER SEMESTER

COM 120	Interpersonal Communication	3	0	3
EDU 131	Child, Family and Community	3	0	3
EDU 221	Children with Special Needs	3	0	3
EDU 252	Math and Science Activities	3	0	3
EDU 252A	Math and Science Activities Lab	0	2	1
EDU 261	Early Childhood Administration I	2	0	2
		14	2	15

Total Semester Hours: 46

*EDU 113 Family & Early Childhood Credential, is an approved course substitution for EDU 112 Early Childhood Credential II. EDU 113 will be offered in the summer semester.



ELECTRICAL/ELECTRONICS TECHNOLOGY D35220

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
BPR 130	Blueprint Reading/Construction	1	2	2
ELC 112	DC/AC Electricity	3	6	5
ELC 113	Basic Wiring I	2	6	4
MAT 101	Applied Mathematics I	2	2	3
		8	16	14
 SPRING SEMESTER				
ELC 114	Basic Wiring II	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 118	National Electrical Code	1	2	2
ELC 125	Diagrams and Schematics	1	2	2
ENG 102	Applied Communications II	3	0	3
		9	16	15
 SUMMER SEMESTER				
CIS 111	Basic PC Literacy	1	2	2
ELC 115	Industrial Wiring	2	6	4
ELC 119	NEC Calculations	1	2	2
ELC 121	Electrical Estimating	1	2	2
		5	12	10
Total Semester Hours:				39

**ELECTRONIC SERVICING TECHNOLOGY
D50120**

CURRICULUM DESCRIPTION

The Electronic Servicing Technology curriculum is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Men and women will gain entry level skills necessary for success in an ever changing high-technology world.

Students will learn to install, maintain, and service components in both consumer and industrial electronic fields. This includes but is not limited to radios, television, audio/video equipment, digital and microprocessor controlled systems, computers, and monitors.

Graduates should qualify for employment in a wide variety of businesses and industries that require electronic servicing technicians. Opportunities exist in areas such as consumer electronic repairs, business systems, and industrial electronic servicing.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
ELC 140	Fundamentals of DC/AC Circuit	5	6	7
ELN 141	Digital Fundamentals	4	6	6
ENG 102	Applied Communications II	3	0	3
MAT 101	Applied Mathematics I	2	2	3
		14	14	19
 SPRING SEMESTER				
ELN 140	Semiconductor Devices	4	6	6
ELN 241	Consumer Electronics	4	6	6
ELN 244	Computer Repair	3	6	5
		11	18	17
 SUMMER SEMESTER				
CIS 111	Basic PC Literacy	1	2	2
ELN 142	Video Systems	7	9	10
		8	11	12
Total Semester Hours:				48

**INFORMATION SYSTEMS
D25260**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
ACC 120	Principles of Accounting I	3	2	4
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	2	3
OST 131	Keyboarding	1	2	2
		8	8	12
SPRING SEMESTER (1st Year)				
CIS 120	Spreadsheet I	2	2	3
CIS 130	Survey of Operating Systems	2	3	3
CIS 152	Database Concepts and Applications	2	2	3
NET 110	Data Communications/Networking	2	2	3
		8	9	12
SUMMER SEMESTER (2nd Year)				
CIS 144	Operating System - DOS	2	2	3
CIS 215	Hardware Installation/Maintenance	2	3	3
NET 120	Network Installation/Administration I	2	2	3
		6	7	9
FALL SEMESTER (2nd Year)				
CIS 126	Graphics Software Introduction	2	2	3
CIS 216	Software Installation/Maintenance	1	2	2
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
		8	6	11
Total Semester Hours:				44

(EVENING)

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	2	3
		4	4	6
SPRING SEMESTER (1st Year)				
CIS 120	Spreadsheet I	2	2	3
MAT 115	Mathematical Models	2	2	3
OST 131	Keyboarding	1	2	2
		5	6	8
SUMMER SEMESTER (2nd Year)				
CIS 130	Survey of Operating Systems	2	3	3
		2	3	3
FALL SEMESTER (2nd Year)				
CIS 144	Operating System - DOS	2	2	3
NET 110	Data Communications/Networking	2	2	3
		4	4	6
SPRING SEMESTER (2nd Year)				
CIS 152	Database Concepts and Applications	2	2	3
CIS 215	Hardware Installation/Maintenance	2	3	3
		4	5	6
SUMMER SEMESTER (3rd Year)				
ACC 120	Principles of Accounting I	3	2	4
		3	2	4
FALL SEMESTER (3rd Year)				
CIS 126	Graphic Software Introduction	2	2	3
CIS 216	Software Installation/Maintenance	1	2	2
		3	4	5
SPRING SEMESTER (3rd Year)				
ENG 111	Expository Writing	3	0	3
NET 120	Network Installation/Administration I	2	2	3
		5	2	6
Total Semester Hours:				44

**INFORMATION SYSTEMS/
PROGRAMMING
D2526E**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER (1st Year)				
ACC 120	Principles of Accounting I	3	2	4
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	2	3
MAT 121	Algebra/Trigonometry I	2	2	3
		9	8	13
SPRING SEMESTER (1st Year)				
CIS 130	Survey of Operating Systems	2	3	3
CSC 135	COBOL Programming	2	3	3
CSC 138	RPG Programming	2	3	3
CSC 143	Object-Oriented Programming	2	3	3
		8	12	12
SUMMER SEMESTER (1st Year)				
CIS 244	Operating System - AS/400	2	3	3
CSC 235	Advanced COBOL	2	3	3
CSC 238	Advanced RPG	2	3	3
		6	9	9

FALL SEMESTER (2nd Year)

CSC 134	C++ Programming	2	3	3
ENG 111	Expository Writing	3	0	3
NET 110	Data Communications/Networking	2	2	3
		7	5	9
Total Semester Hours:				43

(EVENING)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	2	3
		4	4	6

SPRING SEMESTER (1st Year)

CIS 130	Survey of Operating Systems	2	3	3
MAT 121	Algebra/Trigonometry I	2	2	3
		4	5	6

SUMMER SEMESTER (1st Year)

CIS 244	Operating System - AS/400	2	3	3
		2	3	3

FALL SEMESTER (2nd Year)

ACC 120	Principles of Accounting I	3	2	4
CSC 138	RPG Programming	2	3	3
		5	5	7

SPRING SEMESTER (2nd Year)

CSC 135	COBOL Programming	2	3	3
CSC 238	Advanced RPG	2	3	3
		4	6	6

SUMMER SEMESTER (2nd Year)

CSC 235	Advanced COBOL	2	3	3
		2	3	3

FALL SEMESTER (3rd Year)

CSC 134	C++ Programming	2	3	3
NET 110	Data Communications/Networking	2	2	3
		4	5	6

SPRING SEMESTER (3rd Year)

ENG 111	Expository Writing	3	0	3
CSC 143	Object-Oriented Programming	2	3	3
		5	3	6

Total Semester Hours: 43

**MACHINING TECHNOLOGY
D50300**

CURRICULUM DESCRIPTION

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
BPR 111	Blueprint Reading	1	2	2
ENG 102	Applied Communications II	3	0	3
MAC 111	Machining Technology I	2	12	6
MAC 121	Introduction to CNC	2	0	2
MAT 101	Applied Mathematics I	2	2	3
MEC 172	Introduction to Metallurgy	2	2	3
		12	18	19
SPRING SEMESTER				
BPR 121	Blueprint Reading: Mechanical	1	2	2
MAC 112	Machining Technology II	2	12	6
MAC 124	CNC Milling	1	3	2
MAT 102	Applied Mathematics II	2	2	3
WLD 112	Basic Welding Processes	1	3	2
		7	22	15
SUMMER SEMESTER				
CIS 111	Basic PC Literacy	1	2	2
MAC 113	Machining Technology III	2	12	6
MAC 224	Advanced CNC Milling	1	3	2
		4	17	10
Total Semester Hours:				44

MEDIUM/HEAVY DUTY VEHICLES SYSTEMS TECHNOLOGY D60240

CURRICULUM DESCRIPTION

The Medium/Heavy Duty Vehicles Systems Technology curriculum is designed to prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair medium and heavy duty vehicles.

The course work includes the purpose, construction features, and principles of operation of medium and heavy duty vehicles.

Graduates of this curriculum should qualify for entry level employment opportunities in a dealership, fleet shop, or independent garage as a technician. Graduates that have met the work experience requirement should also be prepared to take the ASE certification exam.

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
DIE 110	Diesel Engines	3	9	6
DIE 112	Diesel Electrical Systems	3	6	5
DIE 127	Shop Rules and Regulations	1	0	1
HYD 112	Hydraulics/Medium/Heavy Duty	1	2	2
MAT 101	Applied Mathematics I	2	2	3
		10	19	17
SPRING SEMESTER				
DIE 115	Electronic Engines	2	3	3
DIE 119	Mechanical Transmission	2	2	3
DIE 125	Preventative Maintenance	1	3	2
DIE 126	Preventative Maintenance Lab	0	3	1
DIE 128	Medium Heavy Duty Tune-up	1	2	2
ENG 102	Applied Communication II	3	0	3
WLD 112	Basic Welding Processes	1	3	2
		10	16	16
SUMMER SEMESTER				
CIS 111	Basic PC Literacy	1	2	2
DIE 116	Air Conditioning/Diesel Equipment	1	2	2
DIE 191	Selected Topics in Diesel	0	3	1
DIE 231	Medium/Heavy Duty Brake System	1	3	2
DIE 232	Medium/Heavy Duty Brake System Lab	0	3	1
DIE 233	Suspension and Steering	2	4	4
		5	17	12
Total Semester Hours:				45

**PRACTICAL NURSING
D45660**

CURRICULUM DESCRIPTION

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 take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physician's offices.

		Hours Per Week			
		Class	Lab	Clinic	Credit
SUMMER SEMESTER					
BIO 106	Introduction to Anat/Phys/Micro	2	2	0	3
ENG 101	Applied Communications I	3	0	0	3
NUR 101A	Practical Nursing I	5	6	0	7
PSY 150	General Psychology	3	0	0	3
		13	8	0	16
FALL SEMESTER					
NUR 101B	Practical Nursing I	2	0	6	4
NUR 102	Practical Nursing II	8	0	12	12
		10	0	18	16
SPRING SEMESTER					
CIS 111	Basic PC Literacy	1	2	0	2
NUR 103	Practical Nursing III	6	0	12	10
NUR 116	Nursing of Older Adults	2	3	3	4
		9	5	15	16
Total Semester Hours:					48

**SURGICAL TECHNOLOGY
D45740**

CURRICULUM DESCRIPTION

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

		Hours Per Week			
		Class	Lab	Clinic	Credit
SUMMER SEMESTER					
BIO 170	Introductory Microbiology	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
SUR 110	Introduction to Surgical Technology	2	0	0	2
SUR 111	Perioperative Patient Care	5	6	0	7
		13	9	0	16
 FALL SEMESTER					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
SUR 122	Surgical Procedures I	5	3	0	6
SUR 123	SUR Clinical Practice I	0	0	21	7
		9	5	21	18
 SPRING SEMESTER					
PSY 150	General Psychology	3	0	0	3
SUR 134	Surgical Procedures II	5	3	0	6
SUR 135	SUR Clinical Practice II	0	0	12	4
SUR 137	Professional Success Preparation	1	0	0	1
		9	3	12	14
Total Semester Hours:					48

**WELDING TECHNOLOGY
D50420**

CURRICULUM DESCRIPTION

The Welding Technology curriculum provides students a sound understanding of the science, technology, and application essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
MAT 101	Applied Mathematics I	2	2	3
WLD 110	Cutting Processes	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
		7	20	14
SPRING SEMESTER				
ENG 102	Applied Communications II	3	0	3
ISC 115	Construction Safety	2	0	2
WLD 116	SMAW (Stick) Plate/Pipe	1	9	4
WLD 131	GTAW (TIG) Plate	2	6	4
WLD 141	Symbols and Specifications	2	2	3
		10	17	16
SUMMER SEMESTER				
CIS 111	Basic PC Literacy	1	2	2
WLD 215	SMAW (Stick) Pipe	1	9	4
WLD 261	Certification Practices	1	3	2
WLD 262	Inspection and Testing	2	2	3
		5	16	11
Total Semester Hours:				41

CERTIFICATE PROGRAMS

Air Conditioning, Heating, and Refrigeration Technology
Architectural Technology
Autobody Repair
Basic Law Enforcement Training
Cosmetology Instructor
Early Childhood Associate
Electrical/Electronics Technology
Electronics Servicing Technology
Fire Protection Technology
Machining Technology
Manicuring Instructor
Manicuring/Nail Technology
Medium/Heavy Duty Vehicle Systems Technology
Nursing Assistant
Office Systems Technology/Medical
Welding Technology



**AIR CONDITIONING, HEATING, AND
REFRIGERATION TECHNOLOGY
C35100**

CURRICULUM DESCRIPTION

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 A.A.S. degree covers residential building codes, residential system sizing, and advanced comfort systems.

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
		4	8	8
SPRING SEMESTER				
AHR 114	Heat Pump Technology	2	4	4
		2	4	4
SUMMER SEMESTER				
AHR 160	Refrigerant Certification	1	0	1
		1	0	1
Total Semester Hours:				13

COMMERCIAL AIR CONDITIONING SYSTEMS

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
AHR 110	Introduction to Refrigeration	2	6	5
AHR 220	Commercial Building Codes	1	2	2
		3	8	7
SPRING SEMESTER				
AHR 114	Heat Pump Technology	2	4	4
AHR 225	Commercial System Design	2	3	3
		4	7	7
SUMMER SEMESTER				
AHR 212	Advanced Comfort Systems	2	6	4
		2	6	4
Total Semester Hours:				18

ARCHITECTURAL TECHNOLOGY C40100

CURRICULUM DESCRIPTION

The Architectural Technology curriculum prepares individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction documents preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering and construction professions as well as positions in industry and government. At participating universities, graduates may continue their education toward a bachelor's degree in related fields.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
ARC 111	Introduction to Architectural Technology	1	6	3
ARC 112	Construction Materials & Methods	3	2	4
		4	8	7
SPRING SEMESTER				
ARC 113	Residential Architectural Technology	1	6	3
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
		2	12	6
Total Semester Hours:				13

AUTOBODY REPAIR C60100

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
AUB 111	Painting and Refinishing I	2	6	4
		2	6	4
SPRING SEMESTER				
AUB 121	Non-Structural Damage I	1	4	3
AUB 136	Plastics & Adhesives	1	4	3
		2	8	6
SUMMER SEMESTER				
AUB 131	Structural Damage I	2	4	4
		2	4	4
Total Semester Hours:				14

**BASIC LAW ENFORCEMENT TRAINING
C55120**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
CJC 100	Basic Law Enforcement Training	9	27	18
Total Semester Hours:				18

**COSMETOLOGY INSTRUCTOR
C55160**

CURRICULUM DESCRIPTION

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
COS 271	Instructor Concepts I	5	0	5
COS 272	Instructor Practicum I	0	21	7
		5	21	12
SPRING SEMESTER				
COS 273	Instructor Concepts II	5	0	5
COS 274	Instructor Practicum II	0	21	7
		5	21	12
Total Semester Hours:				24

**EARLY CHILDHOOD ASSOCIATE
C55220**

CURRICULUM DESCRIPTION

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.

FALL SEMESTER		Hours Per Week		
		Class	Lab/Work Experience	Credit
EDU 111	Early Childhood Credential I (1st 8 weeks)	2	0	2
EDU 112*	Early Childhood Credential II (2nd 8 weeks)	2	0	2
EDU 144	Child Development I	3	0	3
		7	0	7
SPRING SEMESTER				
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
		6	0	6
SUMMER SEMESTER				
EDU 131	Child, Family and Community	3	0	3
		3	0	3
Total Semester Hours:				16

*EDU 113 Family & Early Childhood Credential, is an approved course substitution for EDU 112 Early Childhood Credential II. EDU 113 will be offered in the summer semester.

**ELECTRICAL/ELECTRONICS TECHNOLOGY
C35220**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
ELC 113	Basic Wiring I	2	6	4
		2	6	4
SPRING SEMESTER				
ELC 114	Basic Wiring II	2	6	4
		2	6	4
SUMMER SEMESTER				
ELC 118	National Electrical Code	1	2	2
ELC 125	Diagrams and Schematics	1	2	2
		2	4	4
Total Semester Hours:				12

ELECTRONIC SERVICING TECHNOLOGY C50120

CURRICULUM DESCRIPTION

The Electronic Servicing Technology curriculum is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Men and women will gain entry level skills necessary for success in an ever changing high-technology world.

Students will learn to install, maintain, and service components in both consumer and industrial electronic fields. This includes but is not limited to radios, television, audio/video equipment, digital and microprocessor controlled systems, computers, and monitors.

Graduates should qualify for employment in a wide variety of businesses and industries that require electronic servicing technicians. Opportunities exist in areas such as consumer electronic repairs, business systems, and industrial electronic servicing.

	Hours Per Week		
	Class	Lab	Credit
FALL SEMESTER			
ELC 140A Fundamentals of DC/AC Circuits	3	3	4
ELN 141A Digital Fundamentals	2	3	3
	5	6	7
SPRING SEMESTER			
ELC 140B Fundamentals of DC/AC Circuits	2	3	3
ELN 141B Digital Fundamentals	2	3	3
	4	6	6
Total Semester Hours:			13

**FIRE PROTECTION TECHNOLOGY
C55240**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
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 136	Inspections and Codes	3	0	3
		8	0	8
SPRING SEMESTER				
FIP 140	Industrial Fire Protection	2	0	2
FIP 160	Fire Protection/Electrical	2	0	2
FIP 160A	Fire Protection/Electrical Lab	0	2	1
FIP 164	OSHA Standards	2	0	2
		6	2	7
Total Semester Hours:				15

**MACHINING TECHNOLOGY
C50300**

CURRICULUM DESCRIPTION

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
MAC 111A	Machining Technology I	1	6	3
MEC 172	Introduction to Metallurgy	2	2	3
		3	8	6
 SPRING SEMESTER				
MAC 111B	Machining Technology I	1	6	3
		1	6	3
 SUMMER SEMESTER				
BPR 111	Blueprint Reading	1	2	2
MAC 124	CNC Milling	1	3	2
		2	5	4
Total Semester Hours:				13

MANICURING INSTRUCTOR C55380

CURRICULUM DESCRIPTION

The manicuring instructor training program provides a course of study for learning the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of Manicuring theory lab instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

		Hours Per Week		
		Class	Lab	Credit
COS 251	Manicure Instructor Concepts	8	0	8
COS 252	Manicure Instructor Practicum	0	15	5
		8	15	13



**MANICURING/NAIL TECHNOLOGY
C55400**

CURRICULUM DESCRIPTION

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

	Hours Per Week		
	Class	Lab	Credit
FALL SEMESTER			
COS 121 Manicure/Nail Technology I	4	6	6
	4	6	6
SPRING SEMESTER			
COS 122 Manicure/Nail Technology II	4	6	6
	4	6	6
Total Semester Hours:			12

MEDIUM/HEAVY DUTY VEHICLES SYSTEMS TECHNOLOGY C60240

CURRICULUM DESCRIPTION

The Medium/Heavy Duty Vehicles Systems Technology curriculum is designed to prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair medium and heavy duty vehicles.

The course work includes the purpose, construction features, and principles of operation of medium and heavy duty vehicles.

Graduates of this curriculum should qualify for entry level employment opportunities in a dealership, fleet shop, or independent garage as a technician. Graduates that have met the work experience requirement should also be prepared to take the ASE certification exam.

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
DIE 110	Diesel Engines	3	9	6
		3	9	6
SPRING SEMESTER				
DIE 112	Diesel Electrical System	3	6	5
HYD 112	Hydraulics/Medium/Heavy Duty	1	2	2
		4	8	7
SUMMER SEMESTER				
DIE 119	Mechanical Transmission	2	2	3
DIE 128	Medium/Heavy Duty Tune-up	1	2	2
		3	4	5
Total Semester Hours:				18

**NURSING ASSISTANT
C45480**

CURRICULUM DESCRIPTION

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctor's offices.

		Hours Per Week			
		Class	Lab	Clinic	Credit
NAS 101	Nursing Assistant I	3	2	3	5
NAS 102	Nursing Assistant II	3	2	6	6
NAS 103	Home Health Care	2	0	0	2
NAS 105	Life Span Changes	2	0	0	2
		10	4	9	15
Total Semester Hours:					15

**OFFICE SYSTEMS TECHNOLOGY/
MEDICAL
C2536B**

CURRICULUM DESCRIPTION

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

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

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

		Hours Per Week		
		Class	Lab	Credit
FALL SEMESTER				
OST 131	Keyboarding	1	2	2
OST 141	Medical Terminology I-Medical Office	3	0	3
		4	2	5
SPRING SEMESTER				
OST 136	Word Processing	1	2	2
OST 142	Medical Terminology II-Medical Office	3	0	3
		4	2	5
SUMMER SEMESTER				
OST 148	Medical Coding, Billing, & Insurance	3	0	3
OST 241	Medical Office Transcription I	1	2	2
		4	2	5
Total Semester Hours:				15

**WELDING TECHNOLOGY
C50420**

CURRICULUM DESCRIPTION

The Welding Technology curriculum provides students a sound understanding of the science, technology, and application essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

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

	Hours Per Week		
	Class	Lab	Credit
FALL SEMESTER			
WLD 115 SMAW (Stick) Plate	2	9	5
	2	9	5
SPRING SEMESTER			
WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
	1	9	4
SUMMER SEMESTER			
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4
	2	6	4
Total Semester Hours:			13

CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAMS DIVISION OF CONTINUING EDUCATION

General Information: Coastal Carolina Community College plays an active role in the continuing education of the citizens of Onslow County. The continuing education division provides courses which upgrade the occupational skills and knowledge of individuals at all levels of labor and management, offers services to small businesses, and provides programs to meet the training needs of new and expanding industries. Programs are also provided to meet literacy needs, basic skill improvement, and high school equivalency certification. Additionally, a broad range of courses is offered enabling individuals to improve in home and community life and develop or improve leisure time activities.

Eligibility: To enroll in courses offered in the continuing education program, a student should be eighteen (18) years of age or older. However, sixteen (16) and seventeen (17) year olds can be served upon completion of the minor applicant form.

Credit: The Continuing Education Unit is used as the basic unit of measurement for an individual's participation in continuing education non credit classes, courses and programs. CEU's will be awarded to individuals who successfully complete a learning activity in occupational or academic program areas. A CEU is a unit of credit whereby ten (10) contact hours equal one (1) CEU credit.

Registration: Courses begin at various times during the traditional sixteen (16) week semester. Normally, registration for courses is conducted on the first class meeting, though occasionally preregistration is required. Announcements concerning dates, times, locations of classes, and registration information are available in the office of continuing education.

Fees: Continuing education fees are determined by the North Carolina General Assembly as follows: occupational courses - \$35.00; academic, practical skills and avocational courses-fee varies; adult basic education, adult high school and GED-no costs. Senior citizens, 65 years of age and older, may enroll in any course free of a registration charge except for self-support courses. There is no registration fee for job related courses for local law enforcement, fire and rescue personnel.

PROGRAMS OF INSTRUCTION

OCCUPATIONAL EXTENSION PROGRAMS: Through the occupational extension program, Coastal answers the community's job training needs by providing entry level training, retraining and upgrading for improving job performance. This includes noncredit courses, workshops, apprenticeship programs, teacher renewal and various courses related to training in vocational or professional areas. The occupational extension program offers standard, existing courses or develops courses designed especially for businesses, organizations, agencies, or industries.

EMERGENCY MEDICAL, HEALTH AND SAFETY: Health and emergency services courses are designed to meet both the pre-service and in-service training needs of the medical community. Courses are scheduled to fulfill the needs of rescue squads, fire departments, health agencies, hospitals, nursing homes and other related agencies.

FIRE SERVICE TRAINING: Full time and volunteer firefighters are provided with the opportunity to gain technical knowledge and skills needed in the effective performance of their duties. With flammable and explosive materials being stored and transported, it is necessary to keep abreast of the latest techniques for controlling hazardous conditions. In addition to classroom theory, the firefighter has the opportunity to apply firefighting techniques during specially designed field exercises. Training sessions may be held on the college campus or in local fire departments with in-service classes provided in convenient locations throughout the county.

LAW ENFORCEMENT TRAINING: Numerous short, noncredit in-service courses for law enforcement personnel are offered by the college. Courses are usually held on the main campus but may be scheduled for a particular department and held at an alternate location. The courses are designed to assist individuals in becoming more proficient officers by retraining in current practices.

ADULT BASIC EDUCATION (ABE): The Adult Basic Education Program is designed to provide basic skills training in reading, writing and mathematics for adults whose educational achievement is less than ninth grade. The ABE curriculum is comprehensive, utilizing adult oriented materials and instruction to meet the needs of the individual. Classes are scheduled on the main campus and at many community locations to meet the basic educational needs of citizens of Onslow County. All books and materials are provided free of charge.

GENERAL EDUCATIONAL DEVELOPMENT PROGRAM (GED): The General Educational Development Program (GED) is designed for the adult who has not completed high school and would like to obtain a North Carolina High School Equivalency Diploma. An individual must achieve the necessary scores on the General Education Development test to achieve the high school equivalency certificate which is accepted by more than 90% of colleges and universities and by many employers.

The GED consists of five (5) parts which measure a person's ability to use correct English in written expression, read and comprehend material in social studies, science and literature, and solve problems in mathematics. Students may prepare to take the GED test by attending GED classes in reading, English and mathematics or by studying on an individual basis in the general studies center. Classes are offered day and evening and text books are provided for student use.

Coastal Carolina Community College is an official GED testing center.

The GED test is given once a month or at the end of each semester if a student is enrolled in GED classes. There is a \$7.50 test fee.

ADULT HIGH SCHOOL DIPLOMA PROGRAM (AHS): The Adult High School Diploma Program is designed for adults to complete the necessary requirements to obtain an adult high school diploma. The program is administered by the Division of Continuing Education at Coastal Carolina Community College with the approval and cooperation of the Onslow County Board of Education.

An adult may earn a North Carolina Adult High School Diploma by completing twenty (20) units, fourteen (14) required and six (6) elective, and by passing the North Carolina Competency Test in mathematics, writing and reading.

Minors (age 16 or 17) may enroll with a completed "Petition for the Admission of a Minor Applicant." Students may earn credits upon completion of classes in English, reading and math offered at Coastal Carolina Community College (main campus). Other courses are offered through independent study in the general studies center.

The **Human Resources Development (HRD)** program provides free short-term pre-vocational training, counseling and assistance with placement in either employment or educational training. The student-centered classes are free of charge and offered on both the weekdays and weekends to supplement unemployed and underemployed adults with the academic and human relations skills needed to become and remain successful employees.

ENGLISH AS A SECOND LANGUAGE: English as a Second Language is a course designed for foreign students who want to learn to speak, write, and communicate fluently in the English language. Conversational English is stressed, as well as vocabulary, spelling, and reading development. Classes are offered each semester during the day and evening based on demand. Citizenship instruction is also available.

COMPENSATORY EDUCATION PROGRAM: The compensatory education program offers classes for mentally handicapped adults in math, community living skills, reading, health, social science, consumer education and vocational education. The program is designed to assist students to gain independence and self-sufficiency.

To be eligible for the program, students must be at least eighteen (18) years of age and have evidence documenting the student is mentally handicapped.

COMMUNITY SERVICE PROGRAMS: The community service classes reflect the needs and interests of citizens of Onslow County through the academic, practical skills and avocational course offerings. These courses provide new avenues for personal development, skills training,

cultural enrichment and lifelong learning. Course offerings within these programs include: conversational German, reading improvement, clothing construction, arts and crafts, floral design, interior decorating, genealogy, upholstery and furniture refinishing. Many classes are held off campus to allow for convenience.

SMALL BUSINESS CENTER: The small business center provides a customized program designed to respond to training and counseling needs of small business owners or prospective owners. The center accomplishes this task by monitoring the needs of area small businesses, offering classes and seminars to meet those needs, and by networking with other agencies serving small business.

INDUSTRIAL TRAINING CENTER

NEW AND EXPANDING INDUSTRY PROGRAM: Coastal Carolina Community College in cooperation with the North Carolina State Department of Community Colleges will design and administer a training program for any industry in Onslow County tailored to the unique needs of each industry. The purpose of this service is to help a new and/or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long range training program of its own to satisfy its continuing replacement and retraining needs.

FOCUSED INDUSTRIAL TRAINING PROGRAM: Coastal Carolina Community College offers individualized training that is customized to the needs of local, existing industries. The industrial training specialists at the college work with each industry to assess needs and develop a specific training program to meet those needs.

IN-PLANT TRAINING: Coastal Carolina Community College offers a variety of training courses taught at the clients' plant or office. These customized training programs provide training to new employees or upgrade training of existing employees.

CLASSES AT CAMP LEJEUNE, NORTH CAROLINA

Coastal Carolina Community College offers a variety of courses at Camp Lejeune and Marine Corps Air Station, New River. These courses may be attended by active duty, dependent, and civilian personnel. Offerings typically include college transferable courses, occupational courses, and continuing education courses (non credit, special interest courses).

Examples of offerings are:

Associate courses:

Art Appreciation

Business

Economics
English
Math
History
Information Systems
Music Appreciation
Philosophy
Political Science
Psychology
Religion
Sociology
Spanish
Speech

Associate in Applied Science courses:

Business Administration
Criminal Justice
Information Systems
Paralegal

Continuing Education courses:

General Education Development (GED)
Adult High School Diploma
Literacy (Basic English, Reading, Math)
Basic Skills Enhancement Program (BSEP)
Computer (DOS, Word Processing, Spreadsheet, Database, Windows)
Armed Service Vocational Aptitude Battery Prep (ASVAB Prep)
Scholastic Aptitude Test Prep (SAT)
A & P Prep (Airframes, Power Plant, & General)

Costs are minimal with some courses being offered free of charge. Active duty and dependents are eligible for in-state tuition rates. Active duty personnel may also use Tuition Assistance to pay for 75% of tuition costs for curriculum courses.

For additional information, please call Camp Lejeune at 451-2391 or MCAS/New River at 451-6926. Written requests may be mailed to:

Director of Programs, Camp Lejeune
CCCC at Camp Lejeune
444 Western Boulevard
Jacksonville, NC 28546

DESCRIPTION OF COURSES

COURSE NUMBERING

Courses at Coastal Carolina Community College are numbered in accordance with the North Carolina Community College System.

PREREQUISITE REQUIREMENTS

A prerequisite is a course to be completed prior to taking another course.

COREQUISITE REQUIREMENTS

A corequisite is a course to be completed prior to or to be taken concurrently with another course.



COURSE SUBSTITUTIONS

Within some curricula programs, substitutions may be made for required classes. The substitutions listed below are standard ones requiring no special permission. Any substitutions not specifically included in the list below must be approved by the division chair.

COURSE REQUIRED	COURSE SUBSTITUTION
ACC 115	ACC 120
BIO 106	BIO 163 and either BIO 170 or BIO 175
BIO 106	BIO 168 and BIO 169 and either BIO 170 or BIO 175
BIO 163	BIO 168 and BIO 169
BUS 115	LEX 150
CHM 121/121A	CHM 151 or CHM 131/131A
CHM 131/131A	CHM 151
CIS 111	CIS 110
CJC 131	LEX 160
CJC 221	LEX 214
DEN 224	DEN 101 and DEN 102
ENG 101	ENG 111
ENG 102	ENG 114
LEX 150	BUS 115
LEX 160	CJC 131
LEX 214	CJC 221
MAT 101	MAT 121, MAT 161, or MAT 171
MAT 102	MAT 122 or MAT 171
MAT 121	MAT 171 and MAT 172
MAT 122	MAT 171 and MAT 172
MAT 161	MAT 171
MAT 263	MAT 271
PHY 121	PHY 151
PHY 131	PHY 151
PHY 151	PHY 251
PHY 152	PHY 252
PHY 153	PHY 253
SOC 240	PSY 237

ACADEMIC RELATED

	Hours Per Week		
	Class	Lab	Credit
ACA 118 College Study Skills	1	2	2
Prerequisites:			
Corequisites: None			
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.			



ACCOUNTING

	Hours Per Week		
	Class	Lab	Credit
ACC 115 College Accounting	3	2	4
Prerequisites:			
Corequisites: None			
This course introduces basic accounting principles for a sole proprietorship. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. <i>This course is intended for those who have not received credit for ACC 120.</i>			
ACC 120 Principles Of Accounting I	3	2	4
Prerequisites			
Corequisites: None			
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. <i>This course is intended for those who have not received credit for ACC 115.</i>			
ACC 121 Principles of Accounting II	3	2	4
Prerequisites: ACC 120			
Corequisites: None			
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.			
ACC 129 Individual Income Taxes	2	2	3
Prerequisites:			
Corequisites: None			
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.			
ACC 130 Business Income Taxes	2	2	3
Prerequisites:			
Corequisites: None			
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the top-			

ics covered in the course.

ACC 140 Payroll Accounting

1 2 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

ACC 149 Intro to Accounting Spreadsheets

3 0 3

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include preprogrammed 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.

ACC 150 Computerized General Ledger

1 2 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

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.

ACC 220 Intermediate Accounting I

3 2 4

Prerequisites: ACC 121

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting II

3 2 4

Prerequisites: ACC 220

Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting 3 0 3

Prerequisites: ACC 121

Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 240 Governmental and Not-for-Profit Acct 3 0 3

Prerequisites: ACC 121

Corequisites: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269 Auditing 3 0 3

Prerequisites: ACC 220

Corequisites: None

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.



AIR CONDITIONING, HEATING, AND REFRIGERATION

	Hours Per Week		
	Class	Lab	Credit
AHR 110 Introduction to Refrigeration Prerequisites: Corequisites: None This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.	2	6	5
AHR 111 HVACR Electricity Prerequisites: Corequisites: None This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.	2	2	3
AHR 112 Heating Technology Prerequisites: Corequisites: None This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.	2	4	4
AHR 113 Comfort Cooling Prerequisites: Corequisites: None This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.	2	4	4
AHR 114 Heat Pump Technology Prerequisites: AHR 110 or AHR 113 Corequisites: None This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant	2	4	4

charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 130 HVAC Controls 2 2 3

Prerequisites: AHR 111

Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 151 HVAC Duct Systems I 1 3 2

Prerequisites:

Corequisites: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 160 Refrigerant Certification 1 0 1

Prerequisites:

Corequisites: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 210 Residential Building Code 1 2 2

Prerequisites:

Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design 2 2 3

Prerequisites:

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems 2 6 4

Prerequisites: AHR 114

Corequisites: None

This course covers water-cooled comfort systems, water-source/geothermal heat

pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 220 Commercial Building Codes 1 2 2

Prerequisites:

Corequisites: None

This course covers the appropriate sections of the *North Carolina State Building Code* that govern the installation of commercial comfort, refrigeration, and mechanical systems. Emphasis is placed on using and understanding applications sections of the *North Carolina State Building Code*. Upon completion, students should be able to use the *North Carolina State Building Code* to locate information regarding the installation of commercial systems.

AHR 225 Commercial System Design 2 3 3

Prerequisites:

Corequisites: None

This course covers the principles of designing heating and cooling systems for commercial buildings. Emphasis is placed on commercial heat loss/gain calculations, applied psychometrics, air-flow calculations, air distribution system design, and equipment selection. Upon completion, students should be able to calculate heat loss/gain, design and size air and water distribution systems, and select equipment.

AHR 235 Refrigeration Design 2 2 3

Prerequisites: AHR 110

Corequisites: None

This course covers the principles of commercial refrigeration system operation and design. Topics include walk-in coolers, walk-in freezers, system components, load calculations, equipment selection, defrost systems, refrigerant line sizing, and electric controls. Upon completion, students should be able to design, adjust, and perform routine service procedures on a commercial refrigeration system.

AHR 255 Indoor Air Quality 1 2 2

Prerequisites:

Corequisites: None

This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

ARCHITECTURAL TECHNOLOGY

	Hours Per Week		
	Class	Lab	Credit
<p>ARC 111 Intro to Architectural Technology</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.</p>	1	6	3
<p>ARC 112 Construction Materials & Methods</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.</p>	3	2	4
<p>ARC 113 Residential Architectural Technology</p> <p>Prerequisites: ARC 111</p> <p>Corequisites: ARC 112</p> <p>This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.</p>	1	6	3
<p>ARC 114 Architectural CAD</p> <p>Prerequisites: ARC 111</p> <p>Corequisites: None</p> <p>This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.</p>	1	3	2
<p>ARC 114A Architectural CAD Lab</p> <p>Prerequisites:</p> <p>Corequisites: ARC 114</p> <p>This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.</p>	0	3	1

ARC 131 Building Codes	2	2	3
Prerequisites: ARC 112			
Corequisites: None			
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.			
ARC 141 Elementary Structures for Arch	4	0	4
Prerequisites: ARC 111 and MAT 121			
Corequisites: None			
This course covers concepts of elementary structures in architecture. Topics include structural form, statics, strength of materials, structural behavior, and the relationship between structures and architectural form. Upon completion, students should be able to size simple structural elements.			
ARC 211 Light Construction Technology	1	6	3
Prerequisites: ARC 111			
Corequisites: ARC 112			
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.			
ARC 213 Design Project	2	6	4
Prerequisites: ARC 114 and ARC 211			
Corequisites: None			
This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.			
ARC 221 Architectural 3-D CAD	1	4	3
Prerequisites: ARC 114			
Corequisites: None			
This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings.			
ARC 230 Environmental Systems	3	3	4
Prerequisites: ARC 111 and MAT 121			
Corequisites: None			
This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems			

and perform related calculations.

ARC 231 Architectural Presentations 2 4 4

Prerequisites: ARC 111

Corequisites: None

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

ARC 235 Architectural Portfolio 2 3 3

Prerequisites:

Corequisites: None

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

ARC 240 Site Planning 2 2 3

Prerequisites: ARC 111

Corequisites: None

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

ARC 250 Survey of Architecture 3 0 3

Prerequisites:

Corequisites: None

This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

ARC 261 Solar Technology 1 2 2

Prerequisites: ARC 111

Corequisites: None

This course introduces passive and active solar design theory and application. Topics include passive solar design, active solar theory, heat loss analysis, and other related topics. Upon completion, students should be able to design a passive solar system.

ART

	Hours Per Week		
	Class	Lab	Credit
ART 111 Art Appreciation Prerequisites: Corequisites: None This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>	3	0	3
ART 114 Art History Survey I Prerequisites: Corequisites: None This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>	3	0	3
ART 115 Art History Survey II Prerequisites: Corequisites: None This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>	3	0	3
ART 116 Survey of American Art Prerequisites: Corequisites: None This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience.	3	0	3
ART 117 Non-Western Art History Prerequisites: Corequisites: None This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical under-	3	0	3

standing of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 121 Design I 1 4 3

Prerequisites:

Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

ART 122 Design II 1 4 3

Prerequisites: ART 121

Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.

ART 131 Drawing I 0 6 3

Prerequisites:

Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

ART 132 Drawing II 0 6 3

Prerequisites: ART 131

Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

ART 135 Figure Drawing I 0 6 3

Prerequisites: ART 132

Corequisites: None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure.

ART 231 Printmaking I 0 6 3

Prerequisites:

Corequisites: None

This course introduces printmaking: its history, development techniques, and

processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods.

ART 232 Printmaking II 0 6 3

Prerequisites: ART 231

Corequisites: None

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods.

ART 235 Figure Drawing II 0 6 3

Prerequisites: ART 135

Corequisites: None

This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure.

ART 240 Painting I 0 6 3

Prerequisites:

Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.

ART 241 Painting II 0 6 3

Prerequisites: ART 240

Corequisites: None

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.

ART 245 Metals I 0 6 3

Prerequisites: ART 121

Corequisites: None

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects.

ART 246 Metals II 0 6 3

Prerequisites: ART 245

Corequisites: None

This course provides a continuation of metal design utilizing basic methods of

casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms.

ART 247 Jewelry I 0 6 3

Prerequisites:

Corequisites: None

This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry.

ART 248 Jewelry II 0 6 3

Prerequisites: ART 247

Corequisites: None

This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonne, and plique-a-jour. Upon completion, students should be able to create jewelry which demonstrates originality.

ART 260 Photography Appreciation 3 0 3

Prerequisites:

Corequisites: None

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs.

ART 261 Photography I 1 4 3

Prerequisites:

Corequisites: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition.

ART 262 Photography II 1 4 3

Prerequisites: ART 261

Corequisites: None

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes.

ART 281 Sculpture I 0 6 3

Prerequisites: ART 132

Corequisites: None

This course provides an exploration of the creative and technical methods of sculp-

ture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches.

ART 282 Sculpture II 0 6 3

Prerequisites: ART 281

Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture.

ART 283 Ceramics I 0 6 3

Prerequisites:

Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression.

ART 284 Ceramics II 0 6 3

Prerequisites: ART 283

Corequisites: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness.

ART 288 Studio 0 6 3

Prerequisites: Limited to those who have completed a sequence of art courses in the proposed area of study.

Corequisites: None

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, student should be able to create original projects specific to media, materials, and techniques.

ART 289 Museum Study 2 2 3

Prerequisites:

Corequisites: None

This course introduces research methods in the museum setting. Emphasis is placed on the chronology, styles, periods, context, and meaning in art. Upon completion, students should be able to demonstrate the advantage of first-hand and on-site research.

AUTOBODY REPAIR

	Hours Per Week		
	Class	Lab	Credit
AUB 111 Painting and Refinishing I	2	6	4
Prerequisites:			
Corequisites: None			
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. <i>This is a diploma-level course.</i>			
AUB 112 Painting and Refinishing II	2	6	4
Prerequisites: AUB 111			
Corequisites: None			
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. <i>This is a diploma-level course.</i>			
AUB 114 Special Finishes	1	2	2
Prerequisites: AUB 111			
Corequisites: None			
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. <i>This is a diploma-level course.</i>			
AUB 121 Non-Structural Damage I	1	4	3
Prerequisites:			
Corequisites: None			
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards. <i>This is a diploma-level course.</i>			
AUB 122 Non-Structural Damage II	2	6	4
Prerequisites:			
Corequisites: None			
This course covers safety, tools, and advanced body repair. Topics include shop			

safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. *This is a diploma-level course.*

AUB 131 Structural Damage I 2 4 4

Prerequisites:

Corequisites: None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage. *This is a diploma-level course.*

AUB 132 Structural Damage II 2 6 4

Prerequisites: AUB 131

Corequisites: None

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. *This is a diploma-level course.*

AUB 134 Autobody MIG Welding 1 4 3

Prerequisites:

Corequisites: None

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards. *This is a diploma-level course.*

AUB 136 Plastics and Adhesives 1 4 3

Prerequisites:

Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. *This is a diploma-level course.*

BIOLOGY

	Hours Per Week		
	Class	Lab	Credit
BIO 090 Foundations of Biology Prerequisites: Corequisites: RED 090 This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.	3	2	4
BIO 094 Concepts of Human Biology Prerequisites: Corequisites: RED 090 This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.	3	2	4
BIO 106 Introduction to Anat/Phys/Micro Prerequisites: Corequisites: None This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. <i>This is a certificate and diploma level course.</i>	2	2	3
BIO 111 General Biology I Prerequisites: Corequisites: None This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>	3	3	4
BIO 112 General Biology II Prerequisites: BIO 111 Corequisites: None This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the	3	3	4

organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120 Introductory Botany 3 3 4

Prerequisites: BIO 111

Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130 Introductory Zoology 3 3 4

Prerequisites: BIO 111

Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 Environmental Biology 3 0 3

Prerequisites:

Corequisites: None

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A Environmental Biology Lab 0 3 1

Prerequisites:

Corequisites: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 145 Ecology 3 3 4

Prerequisites: BIO 111

Corequisites: None

This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics.

BIO 163 Basic Anatomy and Physiology 4 2 5

Prerequisites:

Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 168 Anatomy and Physiology I 3 3 4

Prerequisites:

Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 169 Anatomy and Physiology II 3 3 4

Prerequisites: BIO 168

Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 170 Introductory Microbiology 3 3 4

Prerequisites:

Corequisites: None

This course introduces fundamental concepts of microbiology with emphasis on the relationships of microorganisms to humans. Topics include common groups of microorganisms and their relationships to human disease, including means of transmission, body defenses, prevention, control, and treatment. Upon completion, students should be able to practice and recognize the value of aseptic technique in microbial control.

BIO 175 General Microbiology 2 2 3

Prerequisites: BIO 163 or BIO 169

Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.

BIO 235 Ornithology 3 3 4

Prerequisites: BIO 111

Corequisites: None

This course introduces the biology of birds. Emphasis is placed on the systematics, recognition, distribution, anatomy, physiology, behavior, and ecology of birds. Upon completion, students should be able to identify various avian species and demonstrate a knowledge of their biology and ecology.

BIO 243 Marine Biology 3 3 4

Prerequisites: BIO 111

Corequisites: None

This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology.

BIO 250 Genetics 3 3 4

Prerequisites: BIO 112

Corequisites: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

BLUEPRINT READING

Hours Per Week		
Class	Lab	Credit

BPR 111 Blueprint Reading

1	2	2
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Prerequisites:

Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 121 Blueprint Reading: Mechanical

1	2	2
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Prerequisites: BPR 111 or MAC 131

Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130 Blueprint Reading/Construction

1	2	2
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Prerequisites:

Corequisites: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.



BUSINESS

	Hours Per Week		
	Class	Lab	Credit
BUS 110 Introduction to Business	3	0	3
Prerequisites:			
Corequisites: None			
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.			
BUS 115 Business Law I	3	0	3
Prerequisites:			
Corequisites: None			
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.			
BUS 116 Business Law II	3	0	3
Prerequisites: BUS 115			
Corequisites: None			
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.			
BUS 125 Personal Finance	3	0	3
Prerequisites:			
Corequisites: None			
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.			
BUS 135 Principles of Supervision	3	0	3
Prerequisites:			
Corequisites: None			
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.			
BUS 137 Principles of Management	3	0	3
Prerequisites:			
Corequisites: None			
This course is designed to be an overview of the major functions of management.			

Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 147 Business Insurance 3 0 3

Prerequisites:

Corequisites: None

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 153 Human Resource Management 3 0 3

Prerequisites:

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217 Employment Law and Regulations 3 0 3

Prerequisites:

Corequisites: None

This course introduces the principal laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

BUS 225 Business Finance 2 2 3

Prerequisites: ACC 120

Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 Small Business Management 3 0 3

Prerequisites:

Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 239 Business Applications Seminar 1 2 2

Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, 251 or 252

Corequisites: None

This course is designed as a capstone course for Business Administration ma-

jors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.



CHEMISTRY

	Hours Per Week		
	Class	Lab	Credit
CHM 090 Chemistry Concepts	4	0	4
Prerequisites:			
Corequisites: None			
This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.			
CHM 121 Foundations of Chemistry	3	0	3
Prerequisites:			
Corequisites: None			
This course is designed for those who have no previous high school chemistry or a grade 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.			
CHM 121A Foundations of Chemistry Lab	0	2	1
Prerequisites:			
Corequisites: CHM 121			
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.			
CHM 130 General, Organic and Biochemistry	3	0	3
Prerequisites: 1 year high school chemistry or equivalent, CHM 90, CHM 121, or CHM 131			
Corequisites: None			
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts.			
CHM 130A General, Organic & Biochemistry Lab	0	2	1
Prerequisites: 1 year high school chemistry or equivalent, CHM 90, CHM 121, or CHM 131			
Corequisites: CHM 130			
This course is a laboratory for CHM 130. Emphasis is placed on laboratory exper-			

riences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130.

CHM 131 Introduction to Chemistry 3 0 3

Prerequisites:

Corequisites: None

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 131A Introduction to Chemistry Lab 0 3 1

Prerequisites:

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 151 General Chemistry I 3 3 4

Prerequisites: 1 year high school chemistry or equivalent, CHM 90, CHM 121, or CHM 131

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152 General Chemistry II 3 3 4

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

INFORMATION SYSTEMS

	Hours Per Week		
	Class	Lab	Credit
CIS 110 Introduction to Computers	2	2	3
Prerequisites:			
Corequisites: None			
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.			
CIS 111 Basic PC Literacy	1	2	2
Prerequisites:			
Corequisites: None			
This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. <i>This course is intended for those who have not received credit for CIS 110.</i>			
CIS 115 Introduction to Programming & Logic	2	2	3
Prerequisites: MAT 080 or MAT 090			
Corequisites: None			
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.			
CIS 120 Spreadsheet I	2	2	3
Prerequisites: CIS 110 or CIS 111			
Corequisites: None			
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.			
CIS 126 Graphics Software Introduction	2	2	3
Prerequisites:			
Corequisites: None			
This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion,			

students should be able to create graphic designs and incorporate these designs into printed publications.

CIS 130 Survey of Operating Systems 2 3 3

Prerequisites:

Corequisites: None

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 144 Operating System - DOS 2 2 3

Prerequisites:

Corequisites: CIS 130

This course introduces operating systems concepts for DOS operating 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 DOS environment.

CIS 152 Database Concepts and Applications 2 2 3

Prerequisites: CIS 110, CIS 111, or CIS 115

Corequisites: None

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 153 Database Applications 2 2 3

Prerequisites: CIS 152

Corequisites: None

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.

CIS 160 MM Resources Integration 2 2 3

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course introduces the peripherals and attendant software needed to create stand-alone or networked interactive multimedia applications. Emphasis is placed on using audio, video, graphic, and network resources; using peripheral-specific software; and understanding file formats. Upon completion, students should be able to utilize multimedia peripherals to create various sound and visual files to create a multimedia application.

CIS 215 Hardware Installation/Maintenance 2 3 3

Prerequisites: CIS 110, CIS 111 or CIS 113

Corequisites: None

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventative maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

CIS 216 Software Installation/Maintenance 1 2 2

Prerequisites: CIS 130

Corequisites: None

This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.

CIS 217 Computer Training and Support 2 2 3

Prerequisites:

Corequisites: None

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.

CIS 227 Microcomputer Systems Analysis 2 2 3

Prerequisites: CIS 115 and CIS 144

Corequisites: None

This course covers use of a systems approach to planning and implementing business information systems in a microcomputer environment. Emphasis is placed on end-user applications, rather than centralized MIS, and development of strong analytical skills. Upon completion, students should be able to apply analytical and problem-solving skills to resolve typical microcomputer systems planning and implementation issues.

CIS 244 Operating System - AS/400 2 3 3

Prerequisites:

Corequisites: None

This course includes operating systems concepts for AS/400 systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, Job Control Language, and support functions. Upon completion, students should be able to perform operating system functions in an AS/400 environment.

CIS 286 Systems Analysis and Design

3

0

3

Prerequisites: CIS 115

Corequisites: None

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CIS 288 Systems Project

1

4

3

Prerequisites: CIS 227 or CIS 286

Corequisites: None

This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.



CRIMINAL JUSTICE

	Hours Per Week		
	Class	Lab	Credit
<p>CJC 100 Basic Law Enforcement Training</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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. <i>This is a certificate-level course.</i></p>	9	27	18
<p>CJC 111 Introduction to Criminal Justice</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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.</p>	3	0	3
<p>CJC 112 Criminology</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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.</p>	3	0	3
<p>CJC 113 Juvenile Justice</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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.</p>	3	0	3
<p>CJC 120 Interviews/Interrogations</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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/in-</p>	1	2	2

terrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations 3 0 3

Prerequisites:

Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC 122 Community Policing 3 0 3

Prerequisites:

Corequisites: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law 3 0 3

Prerequisites:

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure and Evidence 3 0 3

Prerequisites:

Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections 3 0 3

Prerequisites:

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should

be able to explain the various components, processes, and functions of the correctional system.

CJC 151 Introduction to Loss Prevention 3 0 3

Prerequisites:

Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 211 Counseling 3 0 3

Prerequisites:

Corequisites: None

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212 Ethics and Community Relations 3 0 3

Prerequisites:

Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 214 Victimology 3 0 3

Prerequisites:

Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215 Organization and Administration 3 0 3

Prerequisites:

Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discre-

tion; 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

Prerequisites:

Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics 3 0 3

Prerequisites:

Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 231 Constitutional Law 3 0 3

Prerequisites:

Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 241 Community-Based Corrections 3 0 3

Prerequisites:

Corequisites: None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COOPERATIVE EDUCATION

	Hours Per Week			Credit
	Class	Lab	Experience Work	
COE 111 Co-op Work Experience I Prerequisites: Corequisites: 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.	0	0	10	1
COE 121 Co-op Work Experience II Prerequisites: Corequisites: 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.	0	0	10	1
COE 131 Co-op Work Experience III Prerequisites: Corequisites: 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.	0	0	10	1
COE 132 Co-op Work Experience III Prerequisites: Corequisites: 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.	0	0	20	2
COE 211 Co-op Work Experience IV Prerequisites: Corequisites: 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.	0	0	10	1

COMMUNICATION

		Hours Per Week		
		Class	Lab	Credit
COM 111	Voice and Diction I	3	0	3
Prerequisites:				
Corequisites: None				
This course provides guided practice in the proper production of speech. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective natural speech in various contexts.				
COM 120	Interpersonal Communication	3	0	3
Prerequisites:				
Corequisites: None				
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.</i>				
COM 231	Public Speaking	3	0	3
Prerequisites:				
Corequisites: None				
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.</i>				

COSMETOLOGY

	Hours Per Week		
	Class	Lab	Credit
COS 111 Cosmetology Concepts I	4	0	4
Prerequisites:			
Corequisites: COS 112			
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.			
COS 112 Salon I	0	24	8
Prerequisites:			
Corequisites: COS 111			
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.			
COS 113 Cosmetology Concepts II	4	0	4
Prerequisites: COS 111 and COS 112			
Corequisites: COS 114			
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.			
COS 114 Salon II	0	24	8
Prerequisites: COS 112			
Corequisites: COS 113			
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.			
COS 115 Cosmetology Concepts III	4	0	4
Prerequisites: COS 111 and COS 112			
Corequisites: COS 116			
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.			

COS 116 Salon III 0 12 4

Prerequisites: COS 112

Corequisites: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV 2 0 2

Prerequisites: COS 111 and COS 112

Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV 0 21 7

Prerequisites: COS 114 and COS 116

Corequisites: COS 117

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.

COS 121 Manicure/Nail Technology I 4 6 6

Prerequisites:

Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 122 Manicure/Nail Technology II 4 6 6

Prerequisite: COS 121

Corequisite: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and

decorations.

COS 150 Computerized Salon Ops 1 0 1

Prerequisites:

Corequisites: None

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COS 251 Manicure Instructor Concepts 8 0 8

Prerequisites:

Corequisites: None

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

COS 252 Manicure Instructor Practicum 0 15 5

Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon

Corequisites: COS 251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 271 Instructor Concepts I 5 0 5

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. *This is a certificate-level course.*

COS 272 Instructor Practicum I 0 21 7

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of

services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. *This is a certificate-level course.*

COS 273 Instructor Concepts II 5 0 5

Prerequisites: COS 271 and COS 272

Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records. *This is a certificate-level course.*

COS 274 Instructor Practicum II 0 21 7

Prerequisites: COS 271 and COS 272

Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*



COMPUTER SCIENCE

	Hours Per Week		
	Class	Lab	Credit
CSC 134 C++ Programming	2	3	3
Prerequisites:			
Corequisites: None			
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs.			
CSC 135 COBOL Programming	2	3	3
Prerequisites:			
Corequisites: None			
This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug COBOL language programs.			
CSC 138 RPG Programming	2	3	3
Prerequisites:			
Corequisites: None			
This course introduces computer programming using the RPG programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug RPG language programs.			
CSC 139 Visual BASIC Programming	2	3	3
Prerequisites:			
Corequisites: None			
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.			
CSC 143 Object-Oriented Programming	2	3	3
Prerequisites:			
Corequisites: None			
This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment. <i>This course is a unique concentration requirement of the Programming concentration in the Information Systems program.</i>			

CSC 234 Advanced C++ 2 3 3
Prerequisites: CSC 134
Corequisites: None

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.*

CSC 235 Advanced COBOL 2 3 3
Prerequisites: CSC 135
Corequisites: None

This course is a continuation of CSC 135 using COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.*

CSC 238 Advanced RPG 2 3 3
Prerequisites: CSC 138
Corequisites: None

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

DANCE

	Hours Per Week		
	Class	Lab	Credit
<p>DAN 124 Jazz Dance I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course provides the fundamentals of elementary jazz technique. Emphasis is placed on body placement, stretching, jazz movements, and syncopated rhythms. Upon completion, students should be able to demonstrate significant progress in fundamental jazz dance technique and simple center combinations.</p>	0	3	1
<p>DAN 125 Jazz Dance II</p> <p>Prerequisites: Audition or DAN 124</p> <p>Corequisites: None</p> <p>This course is the second of a series and provides an expansion of elementary/intermediate jazz dance. Emphasis is placed on "Cool Jazz," theatrical jazz styles, and extended sequences of movement (routines). Upon completion, students should be able to demonstrate moderate mastery of elementary/intermediate level jazz dance and be able to perform routines.</p>	0	3	1
<p>DAN 140 Modern Dance I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the elementary elements of modern dance technique. Emphasis is placed on floor, barre, and center floor exercises. Upon completion, students should be able to exhibit a basic understanding and skill in performing elementary modern dance technique.</p>	0	4	2
<p>DAN 141 Modern Dance II</p> <p>Prerequisites: Audition or DAN 140</p> <p>Corequisites: None</p> <p>This course is the second in a series of elementary modern dance technique. Emphasis is placed on motor skill development and simple combinations in center floor. Upon completion, students should be able to exhibit moderate technical skill in elementary modern dance technique.</p>	0	4	2

DENTAL

	Hours Per Week			
	Class	Lab	Clinic	Credit
DEN 100 Basic Orofacial Anatomy	2	0	0	2
Prerequisites:				
Corequisites: None				
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. <i>This is a diploma-level course.</i>				
DEN 101 Preclinical Procedures	4	6	0	7
Prerequisites:				
Corequisites: DEN 111				
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. <i>This is a diploma-level course.</i>				
DEN 102 Dental Materials	3	4	0	5
Prerequisites:				
Corequisites: DEN 101				
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. <i>This is a diploma-level course.</i>				
DEN 103 Dental Sciences	2	0	0	2
Prerequisites:				
Corequisites: None				
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. <i>This is a diploma-level course.</i>				
DEN 104 Dental Health Education	2	2	0	3
Prerequisites: DEN 101 and DEN 111				
Corequisites: DEN 106				
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental				

diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. *This is a diploma-level course.*

DEN 105 Practice Management 2 0 0 2

Prerequisites:

Corequisites: None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. *This is a diploma-level course.*

DEN 106 Clinical Practice I 1 0 12 5

Prerequisites: DEN 101 and DEN 111

Corequisites: DEN 102, DEN 104, and DEN 112

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. *This is a diploma-level course.*

DEN 107 Clinical Practice II 1 0 12 5

Prerequisites: DEN 106

Corequisites: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. *This is a diploma-level course.*

DEN 110 Orofacial Anatomy 2 2 0 3

Prerequisites:

Corequisites: None

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

DEN 111 Infection/Hazard Control 2 0 0 2

Prerequisites:

Corequisites: None

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon

completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

DEN 112 Dental Radiography 2 3 0 3

Prerequisites: Enrollment in the Dental Hygiene or Dental Assisting programs

Corequisites: DEN 100 or DEN 110 and DEN 111

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN 120 Dental Hygiene Preclinic Lecture 2 0 0 2

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: DEN 121

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

DEN 121 Dental Hygiene Preclinic Lab 0 6 0 2

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: DEN 120

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

DEN 123 Nutrition/Dental Health 2 0 0 2

Prerequisites:

Corequisites: None

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124 Periodontology 2 0 0 2

Prerequisites: DEN 110

Corequisites: None

This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treat-

ment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.

DEN 130 Dental Hygiene Theory I 2 0 0 2

Prerequisites: DEN 120

Corequisites: DEN 131

This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

DEN 131 Dental Hygiene Clinic I 0 0 9 3

Prerequisites: DEN 121

Corequisites: DEN 130

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 140 Dental Hygiene Theory II 1 0 0 1

Prerequisites: DEN 130

Corequisites: DEN 141

This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.

DEN 141 Dental Hygiene Clinic II 0 0 6 2

Prerequisites: DEN 131

Corequisites: DEN 140

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 220 Dental Hygiene Theory III 2 0 0 2

Prerequisites: DEN 140

Corequisites: DEN 221

This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.

DEN 221 Dental Hygiene Clinic III 0 0 12 4

Prerequisites: DEN 141

Corequisites: DEN 220

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 222 General and Oral Pathology 2 0 0 2

Prerequisites: BIO 163 or BIO 168

Corequisites: None

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and non-specific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

DEN 223 Dental Pharmacology 2 0 0 2

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: BIO 163 or BIO 168

This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

DEN 224 Materials and Procedures 1 3 0 2

Prerequisites: DEN 111

Corequisites: None

This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventative materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

DEN 230 Dental Hygiene Theory IV 1 0 0 1

Prerequisites: DEN 220

Corequisites: DEN 231

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.

DEN 231 Dental Hygiene Clinic IV 0 0 12 4

Prerequisites: DEN 221

Corequisites: DEN 230

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 232 Community Dental Health 2 0 3 3

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: None

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

DEN 233 Professional Development 2 0 0 2

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: None

This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.



DIESEL MECHANICS ENGINE

	Hours Per Week		
	Class	Lab	Credit
<p>DIE 110 Diesel Engines</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.</p>	3	9	6
<p>DIE 112 Diesel Electrical Systems</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces electrical theory and applications as they relate to diesel powered equipment. Topics include lighting, accessories, safety, starting, charging, instrumentation, and gauges. Upon completion, students should be able to follow schematics to identify, repair, and test electrical circuits and components.</p>	3	6	5
<p>DIE 115 Electronic Engines</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.</p>	2	3	3
<p>DIE 116 Air Conditioning/Diesel Equipment</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course is a study of the design, theory, and operation of heating and air conditioning systems in newer models of medium and heavy duty vehicles. Topics include component function, refrigerant recovery, and environmental regulations. Upon completion, students should be able to use proper techniques and equipment to diagnose and repair heating/air conditioning systems according to industry standards.</p>	1	2	2
<p>DIE 119 Mechanical Transmissions</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, sliding idler clutches, and friction clutches. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.</p>	2	2	3

DIE 125 Preventative Maintenance	1	3	2
Prerequisites:			
Corequisites: None			
This course introduces preventative maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventative maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventative maintenance schedule as directed by manufacturers.			
DIE 126 Preventive Maintenance Lab	0	3	1
Prerequisites:			
Corequisites: DIE 125			
This course provides a laboratory setting to enhance preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Emphasis is placed on practical experiences that enhance the topics presented in DIE 125. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DIE 125.			
DIE 127 Shop Rules and Regulations	1	0	1
Prerequisites:			
Corequisites: None			
This course introduces safety, OSHA, and EPA general requirements used in the mobile equipment industry. Topics include fire extinguisher use, MSDS sheets, oil contamination, protective gear, and other related topics. Upon completion, students should be able to properly use fire extinguishers, and demonstrate knowledge of applicable general safety, OSHA, and EPA regulations.			
DIE 128 Med/Heavy Duty Tune-up	1	2	2
Prerequisites:			
Corequisites: None			
This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.			
DIE 191 Selected Topics in Diesel	0	3	1
Prerequisites: Enrollment in the program			
Corequisites: None			
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.			
DIE 231 Med/Heavy Duty Brake System	1	3	2
Prerequisites:			
Corequisites: None			
This course covers the theory and repair of braking systems used in medium and			

heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

DIE 232 Med/Heavy Duty Brake System Lab 0 3 1

Prerequisites:

Corequisites: DIE 231

This course provides a laboratory setting to enhance the skills for troubleshooting, adjusting, and repairing brake systems on medium and heavy duty vehicles. Emphasis is placed on practical experiences that enhance the topics presented in DIE 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DIE 231

DIE 233 Suspension and Steering 2 4 4

Prerequisites:

Corequisites: None

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.



DRAMA/THEATRE

	Hours Per Week		
	Class	Lab	Credit
<p>DRA 111 Theatre Appreciation</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>	3	0	3
<p>DRA 112 Literature of the Theatre</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>	3	0	3
<p>DRA 122 Oral Interpretation</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>	3	0	3
<p>DRA 130 Acting I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble.</p>	0	6	3
<p>DRA 131 Acting II</p> <p>Prerequisites: DRA 130</p> <p>Corequisites: None</p> <p>This course provides additional hands-on practice in the actor's craft. Emphasis</p>	0	6	3

is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble.

DRA 140 Stagecraft I 0 6 3

Prerequisites:

Corequisites: None

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre.

DRA 145 Stage Make-up 1 2 2

Prerequisites:

Corequisites: None

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces.

DRA 170 Play Production I 0 9 3

Prerequisites:

Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.

DRA 171 Play Production II 0 9 3

Prerequisites: DRA 170

Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.

DRA 211 Theatre History I 3 0 3

Prerequisites:

Corequisites: None

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 212 Theatre History II

3 0 3

Prerequisites:

Corequisites: None

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*



ECONOMICS

	Hours Per Week		
	Class	Lab	Credit
<p>ECO 151 Survey of Economics</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>ECO 251 Principles of Microeconomics</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces economic analysis of individual, business, and industry choices 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>ECO 252 Principles of Macroeconomics</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3

EDUCATION

	Hours Per Week		
	Class	Lab	Credit
EDU 111 Early Childhood Credential I Prerequisites: Corequisites: None This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.	2	0	2
EDU 112 Early Childhood Credential II Prerequisites: Corequisites: None This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques; and describe health/sanitation/nutrition practices that promote healthy environments for children.	2	0	2
EDU 113 Family/Early Childhood Credential Prerequisites: Corequisites: None This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices in order to operate a family child care home.	2	0	2
EDU 116 Introduction to Education Prerequisites: Corequisites: None This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.	3	2	4
EDU 131 Child, Family, & Community Prerequisites: Corequisites: None This course covers the relationships between the families, programs for children/	3	0	3

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

Prerequisites:

Corequisites: None

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

EDU 145 Child Development II 3 0 3

Prerequisites: EDU 144

Corequisites: None

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance 3 0 3

Prerequisites:

Corequisites: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 Creative Activities 3 0 3

Prerequisites:

Corequisites: None

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 learn-

ing materials and activities.

EDU 151A Creative Activities Lab 0 2 1

Prerequisites:

Corequisites: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 Health, Safety, and Nutrition 3 0 3

Prerequisites:

Corequisites: None

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 163 School Learning 3 0 3

Prerequisites: EDU 116

Corequisites: None

This course is a study of the learning process within the school environment. Topics include techniques of classroom organization and management, teaching strategies, and individual student differences in development and learning styles. Upon completion, students should be able to demonstrate an understanding of instructional strategies applied in the classroom.

EDU 185 Cognitive and Language Activities 3 0 3

Prerequisites:

Corequisites: None

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 185A Cognitive & Language Activities Lab 0 2 1

Prerequisites:

Corequisites: EDU 185

This course provides a laboratory component to complement EDU 185. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate cognitive language activities.

EDU 196 Seminar in Early Childhood	1	0	1
Prerequisites: Enrollment in the program			
Corequisites: None			
This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions.			
EDU 221 Children with Special Needs	3	0	3
Prerequisites: EDU 144 and EDU 145			
Corequisites: None			
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.			
EDU 252 Math and Science Activities	3	0	3
Prerequisites:			
Corequisites: None			
This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.			
EDU 252A Math and Science Activities Lab	0	2	1
Prerequisites:			
Corequisites: EDU 252			
This course provides a laboratory component to complement EDU 252. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate math and science activities.			
EDU 261 Early Childhood Administration I	2	0	2
Prerequisites:			
Corequisites: None			
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.			

ELECTRICITY

	Hours Per Week		
	Class	Lab	Credit
<p>ELC 112 DC/AC Electricity</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.</p>	3	6	5
<p>ELC 113 Basic Wiring I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.</p>	2	6	4
<p>ELC 114 Basic Wiring II</p> <p>Prerequisites: ELC 113</p> <p>Corequisites: None</p> <p>This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.</p>	2	6	4
<p>ELC 115 Industrial Wiring</p> <p>Prerequisites: ELC 113</p> <p>Corequisites: None</p> <p>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.</p>	2	6	4
<p>ELC 117 Motors and Controls</p> <p>Prerequisites: ELC 112</p> <p>Corequisites: None</p> <p>This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.</p>	2	6	4

ELC 118 National Electrical Code	1	2	2
Prerequisites:			
Corequisites: None			
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.			
ELC 119 NEC Calculations	1	2	2
Prerequisites:			
Corequisites: None			
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.			
ELC 121 Electrical Estimating	1	2	2
Prerequisites: ELC 113			
Corequisites: None			
This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.			
ELC 125 Diagrams and Schematics	1	2	2
Prerequisites:			
Corequisites: None			
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.			
ELC 140 Fundamentals of DC/AC Circuit	5	6	7
Prerequisites:			
Corequisites: None			
This course covers the principles of DC/AC circuit analysis as applied to electronics. Topics include atomic theory, circuit analysis, components, test equipment, troubleshooting techniques, schematics, diagrams, and other related topics. Upon completion, students should be able to interpret, construct, verify, analyze, and troubleshoot DC/AC circuits in a safe manner.			

ELECTRONICS

	Hours Per Week		
	Class	Lab	Credit
ELN 140 Semiconductor Devices	4	6	6
Prerequisites:			
Corequisites: None			
This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors, linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.			
ELN 141 Digital Fundamentals	4	6	6
Prerequisites:			
Corequisites: None			
This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.			
ELN 142 Video Systems	7	9	10
Prerequisites: ELN 140			
Corequisites: None			
This course provides a detailed study of the operation and repair of television, VCR, and other video systems. Topics include the operation, alignment, and repair of video systems. Upon completion, students should be able to troubleshoot, maintain, and repair video systems.			
ELN 241 Consumer Electronics	4	6	6
Prerequisites: ELC 140			
Corequisites: ELN 140			
This course covers the installation, maintenance, troubleshooting, and repair of consumer electronic products. Topics include the theory, operation, and maintenance of audio systems and personal communications equipment. Upon completion, students should be able to maintain, troubleshoot, and repair consumer electronic products.			
ELN 244 Computer Repair	3	6	5
Prerequisites: ELN 141			
Corequisites: None			
This course covers the assembly, upgrading, and repair of microcomputers. Topics include logic test equipment, computer motherboards, storage devices, I/O devices, power supplies, and other peripherals. Upon completion, students should be able to assemble, upgrade, maintain, troubleshoot, and repair microcomputers.			

EMERGENCY MEDICAL SCIENCE

	Hours Per Week			
	Class	Lab	Clinic	Credit
EMS 110 EMT-Basic Prerequisites: Enrollment in EMS program Corequisites: None This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.	5	3	0	6
EMS 111 Prehospital Environment Prerequisites: Enrollment in EMS program Corequisites: None This course introduces the prehospital care environment and is required for all levels of EMT certification. Topics include roles, responsibilities, laws, ethics, communicable diseases, hazardous materials recognition, therapeutic communications, EMS systems, and defense tactics. Upon completion, students should be able to demonstrate competence in rules and regulations governing prehospital care and personal protection	2	2	0	3
EMS 120 Intermediate Interventions Prerequisites: EMS 110 and EMS 111 Corequisites: EMS 122 and COE 111, EMS 130, and EMS 131 This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate, and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AED's, and correctly interpret arterial blood gases.	2	3	0	3
EMS 122 EMS Hospital Clinical I Prerequisites: EMS 110 and EMS 111 Corequisites: EMS 120, EMS 130, EMS 131, and COE 111 This course is the initial hospital clinical experience that is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level skills. Upon completion, students should be able to demonstrate competence with intermediate-level skills.	0	0	3	1
EMS 130 Pharmacology I for EMS Prerequisites: EMS 110 Corequisites: EMS 120 and EMS 131 This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.	1	2	0	2

EMS 131 Advanced Airway Management 1 2 0 2

Prerequisites: EMS 110

Corequisites: EMS 120 and EMS 130

This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management 1 6 0 3

Prerequisites: Enrollment in EMS program

Corequisites: None

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 150 Emergency Vehicles and EMS Com 1 3 0 2

Prerequisites: Enrollment in EMS program

Corequisites: None

This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 210 Advanced Patient Assessment 2 2 0 3

Prerequisites: EMS 120, EMS 130, EMS 131, and COE 111 and EMS 122

Corequisites: None

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology 3 3 0 4

Prerequisites: EMS 120, EMS 130, and EMS 131

Corequisites: None

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

EMS 222 EMS Hospital Clinical II 0 0 6 2

Prerequisites: EMS 122 and COE 111

Corequisites: COE 121

This course is a continuation of the hospital clinical required for paramedic certification. Emphasis is placed on advanced level care. Upon completion, students should be able to demonstrate continued progress in advanced level patient care.

EMS 232 EMS Hospital Clinical III 0 0 6 2

Prerequisites: EMS 222 and COE 121

Corequisites: COE 131

This course is a continuation of the hospital clinical required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management 2 0 0 2

Prerequisites: Enrollment in EMS program

Corequisites: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Behavioral Emergencies 2 0 0 2

Prerequisites: EMS 120, EMS 122 and COE 111, EMS 130 and EMS 131

Corequisites: None

This course includes concepts of crisis intervention and techniques of dealing with different behavioral emergencies and is required for paramedic certification. Topics include psychiatric emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered behavioral emergencies.

EMS 242 EMS Hospital Clinical IV 0 0 6 2

Prerequisites: EMS 232 and COE 131

Corequisites: COE 211

This course is a continuation of the hospital clinical required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Advanced Medical Emergencies 2 2 0 3

Prerequisites: EMS 120, EMS 130, EMS 131, and COE 111 and EMS 122

Corequisites: None

This course presents an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and em-

phasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 Advanced Trauma Emergencies 1 3 0 2

Prerequisites: EMS 120, EMS 130, EMS 131, and COE 111 and EMS 122

Corequisites: None

This course presents in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLIS or PHTLS courses.

EMS 270 Life Span Emergencies 2 2 0 3

Prerequisites: EMS 120, EMS 130, and EMS 131

Corequisites: None

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

EMS 285 EMS Capstone 1 3 0 2

Prerequisites: EMS 220, EMS 250, and EMS 260

Corequisites: None

This course proves an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENGLISH

	Hours Per Week		
	Class	Lab	Credit
<p>ENG 080 Writing Foundations</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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. <i>This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.</i></p>	3	2	4
<p>ENG 090 Composition Strategies</p> <p>Prerequisites: ENG 080</p> <p>Corequisites: None</p> <p>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 unified, coherent essay. <i>This course satisfies the developmental requirement for ENG 111 and ENG 111A.</i></p>	3	0	3
<p>ENG 101 Applied Communications I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. <i>This is a diploma-level course.</i></p>	3	0	3
<p>ENG 102 Applied Communications II</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. <i>This is a diploma-level course.</i></p>	3	0	3
<p>ENG 111 Expository Writing</p> <p>Prerequisites: ENG 090 or appropriate placement score</p> <p>Corequisites: None</p> <p>This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing pro-</p>	3	0	3

cess including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 112 Argument-Based Research 3 0 3

Prerequisites: ENG 111

Corequisites: None

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. *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

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 Professional Research and Reporting 3 0 3

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. All students must complete a major individual research report acceptable to academic and industry standards, which utilizes MLA style and computer generated graphics. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 231 American Literature I 3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from its beginnings to

1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical; and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II 3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I 3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II 3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 251 Western World Literature I 3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation*

Agreement general education core requirement in humanities/fine arts.

ENG 252 Western World Literature II

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*



FIRE PROTECTION

	Hours Per Week		
	Class	Lab	Credit
<p>FIP 120 Introduction to Fire Protection</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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.</p>	2	0	2
<p>FIP 124 Fire Prevention and Public Education</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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.</p>	3	0	3
<p>FIP 128 Detection and Investigation</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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.</p>	3	0	3
<p>FIP 136 Inspections and Codes</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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.</p>	3	0	3
<p>FIP 140 Industrial Fire Protection</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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</p>	2	0	2

to plan, organize, and evaluate an industrial facility's fire protection.

FIP 144 Sprinklers and Auto Alarms 2 2 3

Prerequisites:

Corequisites: None

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

Prerequisites:

Corequisites: None

This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 160 Fire Protection/Electrical 2 0 2

Prerequisites:

Corequisites: None

This course covers the methods and means of electrical installations and uses as related to fire. Topics include basic electrical theories, wiring methods, electrical components and circuitry, and an introduction to the National Electrical Code. Upon completion, students should be able to demonstrate a basic knowledge of electricity, including its uses, characteristics, and hazards.

FIP 160A Fire Protection/Electrical Lab 0 2 1

Prerequisites:

Corequisites: FIP 160

This course provides practical applications to support FIP 160. Topics include switching devices, basic circuits, electrical distribution, and other related topics. Upon completion, students should be able to demonstrate knowledge of basic electrical equipment and hazards as related to fire protection.

FIP 164 OSHA Standards 2 0 2

Prerequisites:

Corequisites: None

This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 220 Fire Fighting Strategies 3 0 3

Prerequisites:

Corequisites: None

This course provides preparation for command of initial incident operations in-

volving 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 Advanced Fire Fighting Strategies 3 0 3

Prerequisites: FIP 220

Corequisites: None

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

FIP 224 Instructional Methodology 3 0 3

Prerequisites:

Corequisites: None

This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 Fire Service Instructor Level Two.

FIP 230 Chemistry of Hazardous Materials I 5 0 5

Prerequisites:

Corequisites: None

This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 232 Hydraulics and Water Distribution 2 2 3

Prerequisites: MAT 115

Corequisites: None

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

FIP 236 Emergency Management 2 0 2

Prerequisites:

Corequisites: None

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and

the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

FIP 240 Fire Service Supervision 2 0 2

Prerequisites:

Corequisites: None

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and loss control. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor.

FIP 252 Apparatus Specification & Purchase 2 0 2

Prerequisites:

Corequisites: None

This course covers the specification and purchase of fire apparatus. Emphasis is placed on NFPA standards for apparatus, recommended types of fire apparatus, purchase and bidding procedures, and the importance of specifications. Upon completion, students should be able to make internal decisions, write specifications, and make recommendations for the purchase of major capital equipment.

FIP 260 Fire Protection Planning 3 0 3

Prerequisites:

Corequisites: None

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.

FRENCH

	Hours Per Week		
	Class	Lab	Credit
<p>FRE 110 Introduction to French</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course provides an introduction to understanding, speaking, reading, and writing French. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in French.</p>	2	0	2
<p>FRE 111 Elementary French I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Independent laboratory work is required in addition to class sessions. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>	3	0	3
<p>FRE 112 Elementary French II</p> <p>Prerequisites: FRE 111</p> <p>Corequisites: None</p> <p>This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. Independent laboratory work is required in addition to class sessions. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>	3	0	3
<p>FRE 211 Intermediate French I</p> <p>Prerequisites: FRE 112</p> <p>Corequisites: None</p> <p>This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Independent laboratory work is required in addition to class sessions. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>	3	0	3

FRE 212 Intermediate French II

3 0 3

Prerequisites: FRE 211

Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Independent laboratory work is required in addition to class sessions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 221 French Conversation

3 0 3

Prerequisites: FRE 212

Corequisites: None

This course provides an opportunity for intensive communication in spoken French. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations.

FRE 231 Reading and Composition

3 0 3

Prerequisites: FRE 212

Corequisites: None

This course provides an opportunity for intensive reading and composition in French. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings.

GEOGRAPHY

	Hours Per Week		
	Class	Lab	Credit
<p>GEO 111 World Regional Geography</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>GEO 112 Cultural Geography</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>GEO 131 Physical Geography I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact.</p>	3	2	4
<p>GEO 132 Physical Geography II</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the study of minerals, rocks, evolution of landforms, and consequences of landscape change. Emphasis is placed on mineral composition, fluvial processes, erosion and deposition, glaciers, and coastal processes. Upon completion, students should be able to identify these components and processes and to explain how they interact. <i>This course is intended as a natural science course.</i></p>	3	2	4

HEALTH

	Hours Per Week		
	Class	Lab	Credit
HEA 110 Personal Health/Wellness	3	0	3
Prerequisites:			
Corequisites: None			
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.			
HEA 112 First Aid and CPR	1	2	2
Prerequisites:			
Corequisites: None			
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.			
HEA 120 Community Health	3	0	3
Prerequisites:			
Corequisites: None			
This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems.			

HISTORY

	Hours Per Week		
	Class	Lab	Credit
<p>HIS 121 Western Civilization I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>HIS 122 Western Civilization II</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>HIS 131 American History I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>HIS 132 American History II</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3

HIS 231 Recent American History

3

0

3

Prerequisites:

Corequisites: None

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America.



HUMANITIES

	Hours Per Week		
	Class	Lab	Credit
<p>HUM 160 Introduction to Film</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>	3	0	3
<p>HUM 211 Humanities I</p> <p>Prerequisites: ENG 111</p> <p>Corequisites: None</p> <p>This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>	3	0	3
<p>HUM 212 Humanities II</p> <p>Prerequisites: ENG 111</p> <p>Corequisites: None</p> <p>This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>	3	0	3

HYDRAULICS

	Hours Per Week		
	Class	Lab	Credit
HYD 112 Hydraulics/Medium/Heavy Duty	1	2	2

Prerequisites:

Corequisites: None

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.



INDUSTRIAL SCIENCE

	Hours Per Week		
	Class	Lab	Credit
ISC 115 Construction Safety	2	0	2

Prerequisites:

Corequisites: None

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.



LEGAL EDUCATION

	Hours Per Week		
	Class	Lab	Credit
<p>LEX 110 Introduction to Paralegal Study</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.</p>	2	0	2
<p>LEX 120 Legal Research/Writing I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.</p>	2	2	3
<p>LEX 121 Legal Research/Writing II</p> <p>Prerequisites: LEX 120</p> <p>Corequisites: None</p> <p>This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.</p>	2	2	3
<p>LEX 130 Civil Injuries</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.</p>	2	0	2
<p>LEX 140 Civil Litigation I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the structure of the legal system and the rules governing civil litigation. Emphasis is placed on jurisdiction and the state and federal rules of civil procedure and rules of evidence. Upon completion, students should be able to assist an attorney in the preparation of a civil case.</p>	3	0	3

LEX 141 Civil Litigation II	2	2	3
Prerequisites: LEX 140			
Corequisites: None			
This course covers the paralegal's role in the civil litigation process. Topics include investigation, interviewing, pleadings, motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing, directing, and organizing documents for civil litigation.			
LEX 150 Commercial Law	2	2	3
Prerequisites:			
Corequisites: None			
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.			
LEX 160 Criminal Law and Procedure	2	2	3
Prerequisites:			
Corequisites: None			
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.			
LEX 210 Real Property I	2	0	2
Prerequisites:			
Corequisites: None			
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.			
LEX 211 Real Property II	1	4	3
Prerequisites: LEX 210			
Corequisites: None			
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.			
LEX 214 Investigation and Trial Preparation	1	4	3
Prerequisites: LEX 210			
Corequisites: None			
This course introduces the fundamentals of investigation. Topics include compil-			

ing/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

LEX 220 Corporate Law 2 0 2

Prerequisites:

Corequisites: None

This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

LEX 240 Family Law 2 0 2

Prerequisites:

Corequisites: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250 Wills, Estates, and Trusts 2 2 3

Prerequisites:

Corequisites: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

LEX 260 Bankruptcy and Collections 2 0 2

Prerequisites:

Corequisites: None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgements.

LEX 270 Law Office Management/Technology 1 2 2

Prerequisites:

Corequisites: None

This course provides an overview of law office management and organization.

Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 271 Law Office Writing

1 2 2

Prerequisites:

Corequisites: None

This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

LEX 280 Ethics and Professionalism

2 0 2

Prerequisites:

Corequisites: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the role of a professional paralegal and identify authority that can properly be delegated by an attorney.

LEX 285 Workers' Comp Law

2 0 2

Prerequisites:

Corequisites: None

This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

MACHINING

	Hours Per Week		
	Class	Lab	Credit
MAC 111 Machining Technology I	2	12	6
Prerequisites:			
Corequisites: None			
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.			
MAC 112 Machining Technology II	2	12	6
Prerequisites: MAC 111			
Corequisites: None			
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, milling.			
MAC 113 Machining Technology III	2	12	6
Prerequisites: MAC 112			
Corequisites: None			
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.			
MAC 121 Intro to CNC	2	0	2
Prerequisites:			
Corequisites: None			
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.			
MAC 124 CNC Milling	1	3	2
Prerequisites:			
Corequisites: None			
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.			

MAC 224 Advanced CNC Milling

1 3 2

Prerequisites: MAC 124

Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.



MATHEMATICS

	Hours Per Week		
	Class	Lab	Credit
MAT 050 Basic Math Skills	3	2	4
Prerequisites:			
Corequisites: None			
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.			
MAT 060 Essential Mathematics	3	2	4
Prerequisites: MAT 050			
Corequisites: None			
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.			
MAT 070 Introductory Algebra	3	2	4
Prerequisites: MAT 060			
Corequisites: RED 080			
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.			
MAT 080 Intermediate Algebra	3	2	4
Prerequisites: MAT 070			
Corequisites: RED 080			
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.			
MAT 090 Accelerated Algebra	3	2	4
Prerequisites: MAT 060			
Corequisites: RED 080			
This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students			

should be able to apply algebraic concepts in problem solving using appropriate technology.

MAT 101 Applied Mathematics I 2 2 3

Prerequisites: MAT 060

Corequisites: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for certificate and diploma programs.*

MAT 102 Applied Mathematics II 2 2 3

Prerequisites: MAT 101

Corequisites: None

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. *This course is intended for certificate and diploma programs.*

MAT 110 Mathematical Measurement 2 2 3

Prerequisites: MAT 070

Corequisites: None

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115 Mathematical Models 2 2 3

Prerequisites: MAT 070

Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121 Algebra/Trigonometry I 2 2 3

Prerequisites: MAT 070

Corequisites: None

This course provides an integrated approach to technology and the skills required

to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, radical, exponential, and logarithmic functions; descriptive statistics; right triangle trigonometry; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/Trigonometry II 2 2 3

Prerequisites: MAT 121

Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics 3 0 3

Prerequisites: MAT 070

Corequisites: None

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 140A Survey of Mathematics Lab 0 2 1

Prerequisites: MAT 070

Corequisites: MAT 140

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.

MAT 141 Math I for Teachers/K-9 3 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: None

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.

MAT 141A Math I for Teachers/K-9 Lab 0 2 1

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 141

This course is a laboratory for MAT 141. 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.

MAT 142 Math II for Teachers/K-9 3 0 3

Prerequisites: MAT 141

Corequisites: None

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.

MAT 142A Math II for Teachers/K-9 Lab 0 2 1

Prerequisites: MAT 141

Corequisites: MAT 142

This course is a laboratory for MAT 142. 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.

MAT 151 Statistics I 3 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151A Statistics I Lab 0 2 1

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 155 Statistical Analysis 3 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central

Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 161 College Algebra 3 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 162 College Trigonometry 3 0 3

Prerequisites: MAT 161

Corequisites: None

This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 165 Finite Mathematics 3 0 3

Prerequisites: MAT 161

Corequisites: None

This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 165A Finite Mathematics Lab 0 2 1

Prerequisites: MAT 161

Corequisites: MAT 165

This course is a laboratory for MAT 165. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 171 Precalculus Algebra 3 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171A Precalculus Algebra Lab 0 2 1

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 171

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.

MAT 172 Precalculus Trigonometry 3 0 3

Prerequisites: MAT 171

Corequisites: None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172A Precalculus Trigonometry Lab 0 2 1

Prerequisites: MAT 171

Corequisites: MAT 172

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.

MAT 175 Precalculus 4 0 4

Prerequisites: High School Algebra III/Trigonometry

Corequisites: None

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175A	Precalculus Lab	0	2	1
Prerequisites:	High School Algebra III/Trigonometry			
Corequisites:	MAT 175			
This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.				
MAT 263	Brief Calculus	3	0	3
Prerequisites:	MAT 161			
Corequisites:	None			
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>				
MAT 271	Calculus I	3	2	4
Prerequisites:	MAT 172 or MAT 175			
Corequisites:	None			
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>				
MAT 272	Calculus II	3	2	4
Prerequisites:	MAT 271			
Corequisites:	None			
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>				
MAT 273	Calculus III	3	2	4
Prerequisites:	MAT 272			
Corequisites:	None			
This course covers the calculus of several variables and is third calculus course in				

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

MAT 273A Calculus III Lab 0 2 1

Prerequisites: MAT 272

Corequisites: MAT 273

This course is a laboratory for MAT 273. 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.

MAT 280 Linear Algebra 3 0 3

Prerequisites: MAT 271

Corequisites: None

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems.

MAT 285 Differential Equations 3 0 3

Prerequisites: MAT 272

Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena.

MECHANICAL

Hours Per Week		
Class	Lab	Credit
2	2	3

MEC 172 Introduction to Metallurgy

Prerequisites:

Corequisites: None

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.



MARKETING

	Hours Per Week		
	Class	Lab	Credit
<p>MKT 120 Principles of Marketing</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.</p>	3	0	3
<p>MKT 121 Retailing</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.</p>	3	0	3
<p>MKT 123 Fundamentals of Selling</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.</p>	3	0	3
<p>MKT 220 Advertising and Sales Promotion</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.</p>	3	0	3
<p>MKT 222 Credit Procedures</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon completion, students should be able to demonstrate an understanding of the concepts covered.</p>	3	0	3

MEDICAL LABORATORY TECHNOLOGY

	Hours Per Week			
	Class	Lab	Clinic	Credit
MLT 110 Introduction to MLT	2	3	0	3
Prerequisites: Enrollment in the Medical Laboratory Technology program				
Corequisites: None				
This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.				
MLT 111 Urinalysis and Body Fluids	1	3	0	2
Prerequisites: Enrollment in the Medical Laboratory Technology program				
Corequisites: None				
This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.				
MLT 115 Laboratory Calculations	2	0	0	2
Prerequisites: Enrollment in the Medical Laboratory Technology program				
Corequisites: None				
This course is designed to present mathematical operations used in the medical laboratory. Topics include use of basic math processes, systems of measurement, conversion factors, solutions, and dilutions. Upon completion, students should be able to solve practical problems in the context of the medical laboratory.				
MLT 120 Hematology/Hemostasis I	3	3	0	4
Prerequisites: Enrollment in the Medical Laboratory Technology program				
Corequisites: None				
This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.				
MLT 125 Immunohematology I	4	3	0	5
Prerequisites: Enrollment in the Medical Laboratory Technology program				
Corequisites: None				
This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.				

MLT 130 Clinical Chemistry I 3 3 0 4

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 140 Introduction to Microbiology 2 3 0 3

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

MLT 217 Professional Issues 0 3 0 1

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

MLT 240 Special Clinical Microbiology 2 3 0 3

Prerequisites: MLT 140

Corequisites: None

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT 259 MLT Practicum I 0 0 33 11

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 269 MLT Practicum II 0 0 33 11

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able

to demonstrate entry-level competence on final clinical evaluations.

MLT 280 Special Practice Lab

0 3 0 1

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

This course provides additional medical laboratory experience. Emphasis is placed on laboratory skills and techniques. Upon completion, students should be able to demonstrate proficiency in laboratory skills and techniques.



MUSIC

		Hours Per Week		
		Class	Lab	Credit
MUS 110	Music Appreciation	3	0	3
Prerequisites:				
Corequisites: None				
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>				
MUS 121	Music Theory I	3	2	4
Prerequisites:				
Corequisites: None				
This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.				
MUS 122	Music Theory II	3	2	4
Prerequisites; MUS 121				
Corequisites: None				
This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.				
MUS 123	Music Composition	0	2	1
Prerequisites: MUS 121				
Corequisites: None				
This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works. Upon completion, students should be able to create short musical works using appropriate musical notation.				
MUS 131	Chorus I	0	2	1
Prerequisites: Appropriate vocal proficiency				
Corequisites: None				
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.				

MUS 132	Chorus II	0	2	1
Prerequisites:	MUS 131			
Corequisites:	None			
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.				
MUS 133	Band I	0	2	1
Prerequisites:	Audition			
Corequisites:	None			
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.				
MUS 134	Band II	0	2	1
Prerequisites:	MUS 133			
Corequisites:	None			
This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.				
MUS 141	Ensemble I	0	2	1
Prerequisites:	Audition			
Corequisites:	None			
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.				
MUS 142	Ensemble II	0	2	1
Prerequisites:	MUS 141			
Corequisites:	None			
This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.				
MUS 151	Class Music I	0	2	1
Prerequisites:				
Corequisites:	None			
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate				

literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

Register in one of the following areas:

Instrument	Suffix
Classical Guitar	G
Piano	P
Voice	V

MUS 152 Class Music II

0 2 1

Prerequisites: MUS 151

Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

Register in one of the following areas:

Instrument	Suffix
Classical Guitar	G
Piano	P
Voice	V

MUS 161 Applied Music I

0 2 1

Prerequisites: Audition

Corequisites: None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

Register in one of the following areas:

Instrument	Suffix
Brass	B
Classical Guitar	G
Drums/Percussion	D
Organ	R
Piano	P
Strings	S
Voice	V
Woodwinds	W

MUS 162 Applied Music II

0 2 1

Prerequisites: MUS 161

Corequisites: None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

Register in one of the following areas:

Instrument	Suffix
Brass	B
Classical Guitar	G
Drums/Percussion	D
Organ	R
Piano	P
Strings	S
Voice	V
Woodwinds	W

MUS 213 Opera and Musical Theatre 3 0 3

Prerequisites:

Corequisites: None

This course covers the origins and development of opera and musical theatre from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 221 Music Theory III 3 2 4

Prerequisites: MUS 122

Corequisites: None

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

MUS 222 Music Theory IV 3 2 4

Prerequisites: MUS 221

Corequisites: None

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

MUS 261 Applied Music III 0 2 1

Prerequisites: MUS 162

Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

Register in one of the following areas:

Instrument	Suffix
Brass	B
Classical Guitar	G
Drums/Percussion	D
Organ	R
Piano	P
Strings	S
Voice	V
Woodwinds	W

MUS 262 Applied Music IV 0 2 1

Prerequisites: MUS 261

Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

Register in one of the following areas:

Instrument	Suffix
Brass	B
Classical Guitar	G
Drums/Percussion	D
Organ	R
Piano	P
Strings	S
Voice	V
Woodwinds	W

MUS 271 Music History I 3 0 3

Prerequisites: MUS 122

Corequisites: None

This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles.

MUS 272 Music History II 3 0 3

Prerequisites: MUS 271

Corequisites: None

This course is the second of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from the Classical Period to the present. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles.

NURSING ASSISTANT

	Hours Per Week			
	Class	Lab	Clinic	Credit
NAS 101 Nursing Assistant I	3	2	3	5
Prerequisites: High school diploma or GED				
Corequisites: None				
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. <i>This is a certificate-level course.</i>				
NAS 102 Nursing Assistant II	3	2	6	6
Prerequisites: High school diploma or GED and currently listed as NA I with State of North Carolina				
Corequisites: None				
This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. <i>This is a certificate-level course.</i>				
NAS 103 Home Health Care	2	0	0	2
Prerequisites: High school diploma or GED				
Corequisites: None				
This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. <i>This is a certificate-level course.</i>				
NAS 105 Life Span Changes	2	0	0	2
Prerequisites: High school diploma or GED				
Corequisites: None				
This course covers growth and development in relation to the human body throughout the life span. Topics include restorative care, safety, nutrition, and the physical, mental, and social aspects of the aging process. Upon completion, students should be able to understand the changes that occur throughout the life span. <i>This is a certificate-level course.</i>				

NETWORKING TECHNOLOGY

	Hours Per Week		
	Class	Lab	Credit
NET 110 Data Communication/Networking	2	2	3
Prerequisites:			
Corequisites: None			
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.			
NET 120 Network Installation/Administration I	2	2	3
Prerequisites: NET 110			
Corequisites: None			
This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.			



NURSING

		Hours Per Week			
		Class	Lab	Clinic	Credit
NUR 101	Practical Nursing I	7	6	6	11
Prerequisites: Enrollment in the Practical Nursing program					
Corequisites: None					
<p>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. <i>This is a diploma-level course.</i></p>					
NUR 102	Practical Nursing II	8	0	12	12
Prerequisites:					
Corequisites: None					
<p>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. Clinical practice will be completed in medical-surgical practice settings. <i>This is a diploma-level course.</i></p>					
NUR 103	Practical Nursing III	6	0	12	10
Prerequisites:					
Corequisites: None					
<p>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. Clinical practice will be completed in maternal-child health practice settings. <i>This is a diploma-level course.</i></p>					
NUR 115	Fundamentals of Nursing	2	3	6	5
Prerequisites: Admission to the Associate Degree Nursing program					
Corequisites: None					
<p>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.</p>					

NUR 116 Nursing of Older Adults 2 3 3 4

Prerequisites:

Corequisites: None

This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older adult. Upon completion, students should be able to apply the nursing process in caring for the older adult. Clinical practice assignments will reflect the scope of practice for which the student is preparing.

NUR 118 Nutrition/Diet Therapy 2 0 0 2

Prerequisites:

Corequisites: None

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

NUR 125 Maternal-Child Nursing 5 3 6 8

Prerequisites: NUR 115

Corequisites: None

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.

NUR 133 Nursing Assessment 2 3 0 3

Prerequisites:

Corequisites: None

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.

NUR 135 Adult Nursing I 5 3 9 9

Prerequisites: NUR 115

Corequisites: None

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.

NUR 185 Mental Health Nursing 3 0 6 5

Prerequisites: NUR 115

Corequisites: None

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.

NUR 233 Leadership in Nursing 2 0 0 2

Prerequisites: NUR 135

Corequisites: None

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.

NUR 235 Adult Nursing II 4 3 15 10

Prerequisites: NUR 135

Corequisites: None

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. Learning experiences focus on collaboration with multidisciplinary health care team members to provide uninterrupted client care in a variety of inpatient, outpatient, and home settings.

OFFICE SYSTEMS TECHNOLOGY

		Hours Per Week		
		Class	Lab	Credit
OST 131	Keyboarding	1	2	2
Prerequisites:				
Corequisites: None				
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.				
OST 134	Text Entry and Formatting	3	2	4
Prerequisites: OST 131				
Corequisites: None				
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.				
OST 136	Word Processing	1	2	2
Prerequisites: OST 131				
Corequisites: None				
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.				
OST 137	Office Software Applications	1	2	2
Prerequisites: OST 131				
Corequisites: None				
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.				
OST 141	Medical Terminology I-Medical Office	3	0	3
Prerequisites:				
Corequisites: None				
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.				
OST 142	Medical Terminology II-Medical Office	3	0	3
Prerequisites: OST 141				
Coorequisites: None				
This course is a continuation of OST 141 and continues the study, using a lan-				

guage-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148 Medical Coding Billing & Insurance 3 0 3

Prerequisites:

Corequisites: None

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 149 Medical Legal Issues 2 0 2

Prerequisites:

Corequisites: None

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

OST 155 Legal Terminology 3 0 3

Prerequisites:

Corequisites: None

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

Prerequisites: OST 134

Corequisites: None

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, 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.

OST 162 Executive Terminology 3 0 3

Prerequisites:

Corequisites: None

This course is designed to increase and improve proficiency in word usage. Top-

ics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

OST 164 Text Editing Applications 3 0 3

Prerequisites:

Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proof-reading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management 1 2 2

Prerequisites:

Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223 Machine Transcription I 1 2 2

Prerequisites: OST 134, OST 136, and OST 164

Corequisites: None

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

OST 224 Machine Transcription II 1 2 2

Prerequisites: OST 223

Corequisites: None

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

OST 233 Office Publications Design 2 2 3

Prerequisites: OST 136

Corequisites: None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236 Advanced Word/Information Proc 2 2 3

Prerequisites: OST 136

Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document

assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 241 Medical Office Transcription I 1 2 2

Prerequisites: OST 141

Corequisites: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 243 Medical Office Simulation 2 2 3

Prerequisites: OST 131 and OST 148

Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 251 Legal Document Formatting 2 2 3

Prerequisites: OST 134 and OST 155

Corequisites: None

This course is designed to provide experience in the preparation of various types of legal forms and documents. Emphasis is placed on formatting and keying legal forms, documents, and correspondence. Upon completion, students should be able to produce these documents with accuracy and speed. *This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program.*

OST 252 Legal Transcription I 1 2 2

Prerequisites: OST 155 and OST 251

Corequisites: None

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. *This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program.*

OST 253 Legal Transcription II 1 2 2

Prerequisites: OST 252

Corequisites: None

This course is designed to improve transcription skills to produce more complex

legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on developing speed and accuracy in the production of correspondence, documents, and forms. Upon completion, students should be able to transcribe legal forms and documents with greater accuracy and speed. *This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program.*

OST 286 Professional Development 2 0 2

Prerequisites:

Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, 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

Prerequisites: OST 134, OST 136, and OST 164

Corequisites: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.



PHYSICAL EDUCATION

	Hours Per Week		
	Class	Lab	Credit
<p>PED 111 Physical Fitness I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.</p>	0	3	1
<p>PED 112 Physical Fitness II</p> <p>Prerequisites: PED 111</p> <p>Corequisites: None</p> <p>This course is an intermediate level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.</p>	0	3	1
<p>PED 113 Aerobics I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.</p>	0	3	1
<p>PED 114 Aerobics II</p> <p>Prerequisites: PED 113</p> <p>Corequisites: None</p> <p>This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine.</p>	0	3	1
<p>PED 115 Step Aerobics I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics.</p>	0	3	1
<p>PED 116 Step Aerobics II</p> <p>Prerequisites: PED 115</p> <p>Corequisites: None</p> <p>This course provides a continuation of step aerobics. Emphasis is placed on a</p>	0	3	1

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.

PED 117 Weight Training I 0 3 1

Prerequisites:

Corequisites: None

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

Prerequisites: PED 117

Corequisites: None

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.

PED 119 Circuit Training 0 3 1

Prerequisites:

Corequisites: None

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 120 Walking for Fitness 0 3 1

Prerequisites:

Corequisites: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

PED 122 Yoga I 2 1

Prerequisites:

Corequisites: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga.

PED 123 Yoga II 0 2 1

Prerequisites: PED 122

Corequisites: None

This course introduces more detailed aspects of the discipline of yoga. Topics

include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga.

PED 124 Run, Swim, Cycle 0 3 1

Prerequisites: Demonstrated swimming ability

Corequisites: None

This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition.

PED 125 Self-Defense-Beginning 0 2 1

Prerequisites:

Corequisites: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

PED 127 Karate 0 3 1

Prerequisites:

Corequisites: None

This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks.

PED 130 Tennis-Beginning 0 2 1

Prerequisites:

Corequisites: None

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

Prerequisites: PED 130

Corequisites: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

PED 132 Racquetball-Beginning 0 2 1

Prerequisites:

Corequisites: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball.

PED 138 Archery	0	2	1
Prerequisites:			
Corequisites: None			
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery.			
PED 139 Bowling-Beginning	0	2	1
Prerequisites:			
Corequisites: None			
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.			
PED 143 Volleyball-Beginning	0	2	1
Prerequisites:			
Corequisites: None			
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.			
PED 144 Volleyball-Intermediate	0	2	1
Prerequisites: PED 143			
Corequisites: None			
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.			
PED 147 Soccer	0	2	1
Prerequisites:			
Corequisites: None			
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.			
PED 148 Softball	0	2	1
Prerequisites:			
Corequisites: None			
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.			
PED 152 Swimming-Beginning	0	2	1
Prerequisites:			
Corequisites: None			
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in float-			

ing, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

PED 153 Swimming-Intermediate 0 2 1

Prerequisites: PED 152

Corequisites: None

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills.

PED 154 Swimming for Fitness 0 3 1

Prerequisites: PED 152

Corequisites: None

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.

PED 155 Water Aerobics 0 3 1

Prerequisites:

Corequisites: None

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.

PED 156 Scuba Diving 0 2 1

Prerequisites: PED 153

Corequisites: None

This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification.

PED 163 Kayaking-Basic 0 2 1

Prerequisites: PED 152

Corequisites: None

This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices.

PED 171 Nature Hiking 0 2 1

Prerequisites:

Corequisites: None

This course provides instruction on how to equip and care for oneself on the trail.

Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.

PED 174 Wilderness Pursuits 0 2 1

Prerequisites:

Corequisites: None

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 178 In-line Skating 0 2 1

Prerequisites:

Corequisites: None

This course is designed to introduce the fundamental skills of in-line skating. Topics include equipment selection, safety practices, and fitness requirements for in-line skating. Upon completion, students should be able to demonstrate skills and safety requirements necessary for in-line skating.

PED 180 Cycling 0 2 1

Prerequisites:

Corequisites: None

This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle, gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should be able to demonstrate safe handling of a bicycle for recreational use.

PED 187 Social Dance-Beginning 0 2 1

Prerequisites:

Corequisites: None

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.

PED 211 New Games 0 2 1

Prerequisites:

Corequisites: None

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games.

PED 220 Exercise for Phys Challenged 0 2 1

Prerequisites:

Corequisites: None

This course is designed to improve physical strength, endurance, and range of

motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well being.

PED 240 Advanced PE Skills 0 2 1

Prerequisites: Demonstrated advanced skills in the specific area of physical education

Corequisites: None

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered.

PED 259 Prevention & Care Athletic Injuries 1 2 2

Prerequisites:

Corequisites: None

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventative measures and skills in caring for athletic injuries.

PED 260 Lifeguard Training 1 2 2

Prerequisites: PED 153

Corequisites: None

This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification.

PED 262 Water Safety Instructor 1 2 2

Prerequisites: PED 153

Corequisites: None

This course covers the knowledge and skills necessary to teach and certify others in the American Red Cross certification swimming programs. Emphasis is placed on teaching basic rescue skills, strengthening swimming strokes, and rescue and safety procedures. Upon completion, students should be able to demonstrate skills, knowledge, and techniques to pass the American Red Cross Water Safety Instructor's certification.

PHILOSOPHY

	Hours Per Week		
	Class	Lab	Credit
PHI 215 Philosophical Issues	3	0	3
Prerequisites:	ENG 111		
Corequisites:	None		
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			



PHYSICAL SCIENCE

Hours Per Week		
Class	Lab	Credit
3	2	4

PHS 111 Physical Science I

Prerequisites:

Corequisites: None

This course covers the general principles of chemistry and geology. Topics include measurement, matter, chemical reactions, and geological concepts. Upon completion, students should be able to perform metric measurements, describe chemical composition and reactions, and explain these in relation to the earth's composition.

PHS 112 Physical Science II

3	2	4
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Prerequisites:

Corequisites: None

This course covers the general principles of physics, astronomy, and meteorology. Topics include measurement, mechanics, forces, heat, light, sound, electricity, descriptive astronomy, and weather. Upon completion, students should be able to measure and analyze the forces and energy, describe the composition of the universe, and explain basic meteorology.



PHYSICS

	Hours Per Week		
	Class	Lab	Credit
<p>PHY 121 Applied Physics I</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.</p>	3	2	4
<p>PHY 131 Physics-Mechanics</p> <p>Prerequisites: MAT 121 or MAT 161</p> <p>Corequisites: None</p> <p>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.</p>	3	2	4
<p>PHY 151 College Physics I</p> <p>Prerequisites: MAT 162, MAT 172, or MAT 175</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i></p>	3	2	4
<p>PHY 152 College Physics II</p> <p>Prerequisites: PHY 151</p> <p>Corequisites: None</p> <p>This course used 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i></p>	3	2	4

PHY 153 Modern Topics in Physics	3	2	4
Prerequisites: PHY 151			
Corequisites: None			
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, basic quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.			
PHY 251 General Physics I	3	3	4
Prerequisites: MAT 271			
Corequisites: MAT 272			
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>			
PHY 252 General Physics II	3	3	4
Prerequisites: MAT 272 and PHY 251			
Corequisites: None			
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>			
PHY 253 Modern Physics	3	3	4
Prerequisites: PHY 251			
Corequisites: None			
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.			

POLITICAL SCIENCE

	Hours Per Week		
	Class	Lab	Credit
<p>POL 110 Introduction Political Science</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>POL 120 American Government</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>POL 130 State and Local Government</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.</p>	3	0	3
<p>POL 220 International Relations</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3

PSYCHOLOGY

	Hours Per Week		
	Class	Lab	Credit
PSY 118 Interpersonal Psychology	3	0	3
Prerequisites:			
Corequisites: None			
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.			
PSY 150 General Psychology	3	0	3
Prerequisites:			
Corequisites: None			
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>			
PSY 237 Social Psychology	3	0	3
Prerequisites: PSY 150 or SOC 210			
Corequisites: None			
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>			
PSY 241 Developmental Psychology	3	0	3
Prerequisites: PSY 150			
Corequisites: None			
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>			

PSY 281 Abnormal Psychology

3 0 3

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*



RECREATION

	Hours Per Week		
	Class	Lab	Credit
REC 114 Wilderness Survival	1	2	2
Prerequisites:			
Corequisites: None			
This course is designed to acquaint the camper with wilderness survival skills. Topics include selecting equipment, bushwhacking, mapping, safety, orienteering, foraging for food, identifying and constructing shelter, and low impact camping. Upon completion, students should be able to survive in a wilderness setting with minimum equipment and supplies.			
REC 118 Rappelling	0	3	1
Prerequisites:			
Corequisites: None			
This course teaches the fundamental skills and safety of rappelling. Topics include correct methods of belaying and knowledge of equipment and terrain. Upon completion, students should be able to demonstrate strong and skillful techniques in rappelling.			
REC 119 Environmental Awareness	1	2	2
Prerequisites:			
Corequisites: None			
This course introduces environmental issues such as population dynamics, biodiversity, and ecosystem management. Emphasis is placed on ecosystem structure, management for biodiversity, and current environmental issues. Upon completion, students should be able to evaluate ecosystems and manage areas based on biodiversity concepts.			
REC 226 Pathways to Wellness	3	0	3
Prerequisites:			
Corequisites: None			
This course introduces the concept of total wellness by making lifestyle changes so that spiritual, mental, and social well-being are attained. Emphasis is placed on current health information and setting health goals and objectives to attain total well-being. Upon completion, students should be able to make positive changes in attaining personal and family wellness.			
REC 228 Volunteer Services	1	3	2
Prerequisites:			
Corequisites: None			
This course provides an overview of volunteer possibilities and opportunities for volunteer activities. Emphasis is placed on volunteer characteristics, locations where volunteers are used, and actual volunteering activities. Upon completion, students should be able to state the importance of volunteering and demonstrate capabilities of volunteering in actual locations.			

READING

	Hours Per Week		
	Class	Lab	Credit
<p>RED 080 Introduction to College Reading</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. <i>This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.</i></p>	3	2	4
<p>RED 090 Improved College Reading</p> <p>Prerequisites: RED 080</p> <p>Corequisites: None</p> <p>This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written materials. Upon completion, students should be able to comprehend and analyze college-level reading material. <i>This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.</i></p>	3	2	4
<p>RED 111 Critical Reading for College</p> <p>Prerequisites: RED 90 or appropriate placement score</p> <p>Corequisites: None</p> <p>This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.</p>	3	0	3

RELIGION

	Hours Per Week		
	Class	Lab	Credit
REL 211 Introduction to Old Testament	3	0	3
Prerequisites:			
Corequisites: None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>			
REL 212 Introduction to New Testament	3	0	3
Prerequisites:			
Corequisites: None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>			



SOCIOLOGY

	Hours Per Week		
	Class	Lab	Credit
<p>SOC 210 Introduction to Sociology</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>SOC 213 Sociology of the Family</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>SOC 220 Social Problems</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3
<p>SOC 240 Social Psychology</p> <p>Prerequisites:</p> <p>Corequisites: None</p> <p>This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>	3	0	3

SPANISH

	Hours Per Week		
	Class	Lab	Credit
SPA 110 Introduction to Spanish	2	0	2
Prerequisites:			
Corequisites: None			
This course provides an introduction to understanding, speaking reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish. Independent laboratory work is required in addition to class sessions.			
SPA 111 Elementary Spanish I	3	0	3
Prerequisites:			
Corequisites: None			
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Independent laboratory work is required in addition to class sessions. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			
SPA 112 Elementary Spanish II	3	0	3
Prerequisites: SPA 111			
Corequisites: None			
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. Independent laboratory work is required in addition to class sessions. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			
SPA 120 Spanish for the Workplace	3	0	3
Prerequisites:			
Corequisites: None			
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. Independent laboratory work is required in addition to class sessions.			

SPA 211 Intermediate Spanish I 3 0 3

Prerequisites: SPA 112

Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Independent laboratory work is required in addition to class sessions. *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

Prerequisites: SPA 211

Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Independent laboratory work is required in addition to class sessions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 221 Spanish Conversation 3 0 3

Prerequisites: SPA 212

Corequisites: None

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations.

SPA 231 Reading and Composition 3 0 3

Prerequisites: SPA 212

Corequisites: none

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings.

SURGICAL TECHNOLOGY

	Hours Per Week			
	Class	Lab	Clinic	Credit
SUR 110 Intro to Surgical Technology	2	0	0	2
Prerequisites: Enrollment in the Surgical Technology or Central Sterile Processing program				
Corequisites: SUR 111				
This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communication techniques used in surgical technology. Topics include historical development, medical terminology, physical environment and safety measures, interdepartmental/peer/patient relationships, and professional behaviors. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.				
SUR 111 Perioperative Patient Care	5	6	0	7
Prerequisites: Enrollment in the Surgical Technology program				
Corequisites: SUR 110				
This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.				
SUR 122 Surgical Procedures I	5	3	0	6
Prerequisites: SUR 110 and SUR 111				
Corequisites: SUR 123				
This course introduces surgical pharmacology, anesthesia, wound healing physiology, and general, gastrointestinal, obstetrical/gynecological, urological, ENT and plastic surgery specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.				
SUR 123 SUR Clinical Practice I	0	0	21	7
Prerequisites: SUR 110 and SUR 111				
Corequisites: SUR 122				
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for select surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.				
SUR 134 Surgical Procedures II	5	3	0	6
Prerequisites: SUR 123				
Corequisites: None				
This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic,				

cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

SUR 135 SUR Clinical Practice II 0 0 12 4

Prerequisites: SUR 123

Corequisites: None

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Professional Success Preparation 1 0 0 1

Prerequisites: SUR 123

Corequisites: SUR 134 and SUR 135

This course provides job seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.



WELDING

	Hours Per Week		
	Class	Lab	Credit
WLD 110 Cutting Processes	1	3	2
Prerequisites:			
Corequisites: None			
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.			
WLD 112 Basic Welding Processes	1	3	2
Prerequisites:			
Corequisites: None			
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.			
WLD 115 SMAW (Stick) Plate	2	9	5
Prerequisites:			
Corequisites: None			
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.			
WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
Prerequisites: WLD 115			
Corequisites: None			
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.			
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4
Prerequisites:			
Corequisites: None			
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.			

WLD 131 GTAW (TIG) Plate	2	6	4
Prerequisites:			
Corequisites: None			
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.			
WLD 141 Symbols & Specifications	2	2	3
Prerequisites:			
Corequisites: None			
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.			
WLD 215 SMAW (Stick) Pipe	1	9	4
Prerequisites: WLD 115 or WLD 116			
Corequisites: None			
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.			
WLD 261 Certification Practices	1	3	2
Prerequisites: WLD 115, WLD 121, and WLD 131			
Corequisites: None			
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.			
WLD 262 Inspection & Testing	2	2	3
Prerequisites:			
Corequisites: None			
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.			

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The only valid philosophy for North Carolina is the philosophy of total education: a belief in the incomparable worth of all human beings, whose claims upon the State are equal before the law and equal before the bar of public opinion, whose talents (however great or however limited or however different from the traditional) the State needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school but have a mind to do it, then we will offer them a high school education at time and in a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, what ever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the market places of our State, and there by contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go on to the University or to the senior college, and on into life in numbers unheard of in North Carolina. If their needs are for cultural advancement, intellectual growth, or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and help them on to maturity.

DR. DALLAS HERRING, Former Chairman
N.C. State Board of Education

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