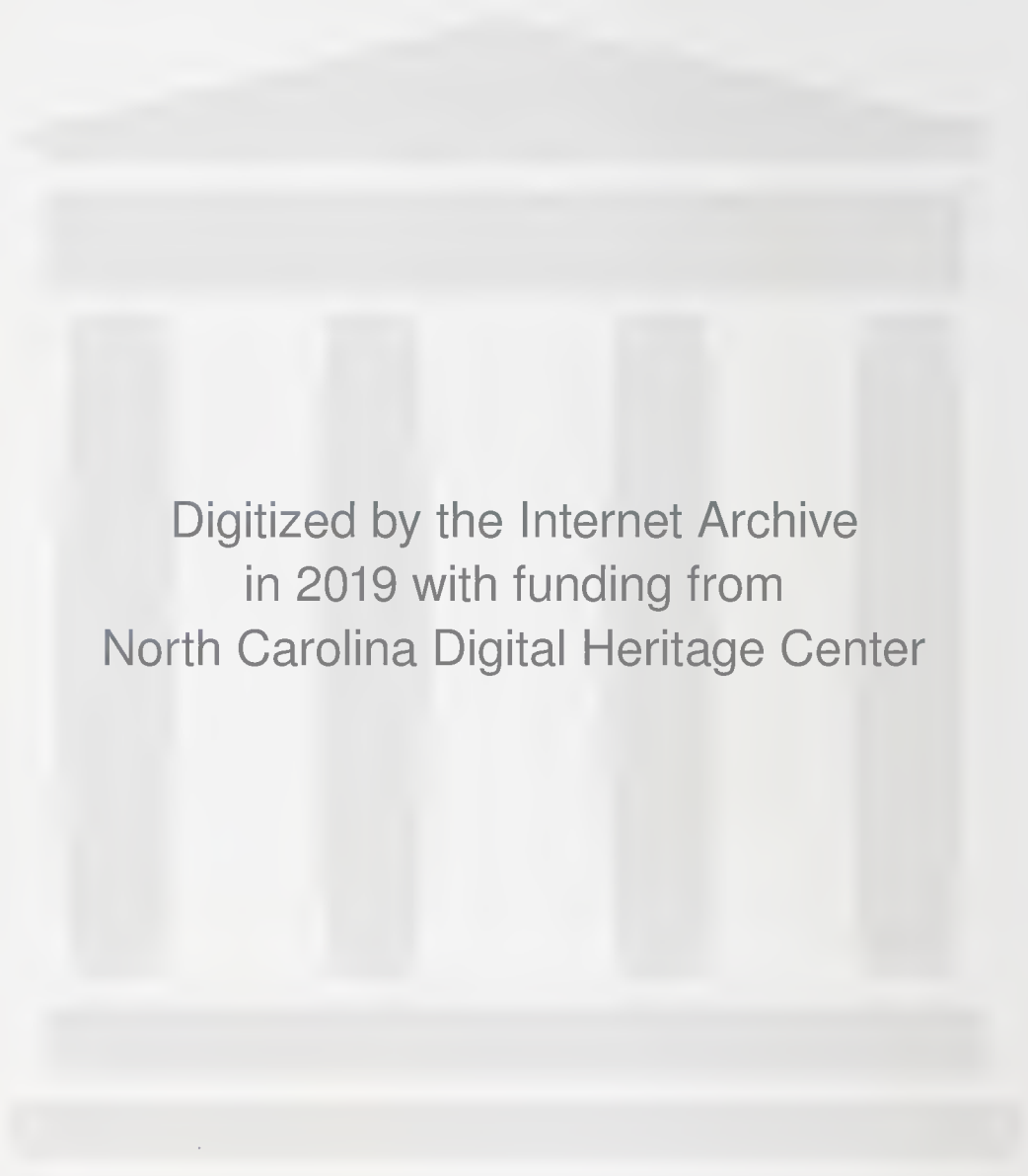


# Coastal Carolina Community College



**2001-2002** CATALOG



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# **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, and vocational education in the trades which lead to an associate degree, diploma or certificate.

\*To provide a 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.

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**COASTAL CAROLINA COMMUNITY COLLEGE  
ACADEMIC CALENDAR**

**SUMMER SEMESTER 2001  
(10 WEEK SESSION)**

**FULL SESSION**

MAY 16	CLASSES BEGIN
MAY 28	MEMORIAL DAY HOLIDAY
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 9-13	SUMMER BREAK
AUGUST 3	SUMMER SEMESTER ENDS

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

MAY 16	CLASSES BEGIN
MAY 28	MEMORIAL DAY HOLIDAY
JUNE 20	FIRST SPLIT SESSION ENDS

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

JUNE 22	CLASSES BEGIN
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 9-13	SUMMER BREAK
AUGUST 3	SECOND SPLIT SESSION ENDS

**EXTENDED SUMMER SESSION  
(11 WEEK SESSION)**

MAY 10	CLASSES BEGIN
MAY 28	MEMORIAL DAY HOLIDAY
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 9-13	SUMMER BREAK
AUGUST 3	EXTENDED SUMMER SESSION ENDS

**Note:** Fall and Spring Semesters include a 4 day formal exam period. The ten week summer session includes a 2 day formal exam period. Five week sessions and the extended session do not include a formal exam period.

**FALL SEMESTER 2001**

AUGUST 16	CLASSES BEGIN
SEPTEMBER 3	LABOR DAY HOLIDAY
NOVEMBER 12	VETERANS DAY HOLIDAY
NOVEMBER 21-23	THANKSGIVING HOLIDAYS
DECEMBER 15	FALL SEMESTER ENDS
DEC 16-JANUARY 1	CHRISTMAS AND NEW YEAR HOLIDAYS

**SPRING SEMESTER 2002**

JANUARY 7	CLASSES BEGIN
JANUARY 21	MARTIN LUTHER KING HOLIDAY
MARCH 11-15	SPRING BREAK (College closed)
MARCH 29-APRIL 1	EASTER HOLIDAYS
MAY 11	SPRING SEMESTER ENDS
MAY 18	GRADUATION

**SUMMER SEMESTER 2002  
(10 WEEK SESSION)**

**FULL SESSION**

MAY 16	CLASSES BEGIN
MAY 27	MEMORIAL DAY HOLIDAY
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 1-5	SUMMER BREAK
AUGUST 2	SUMMER SEMESTER ENDS

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

MAY 16	CLASSES BEGIN
MAY 27	MEMORIAL DAY HOLIDAY
JUNE 20	FIRST SPLIT SESSION ENDS

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

JUNE 24	CLASSES BEGIN
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 1-5	SUMMER BREAK
AUGUST 2	SECOND SPLIT SESSION ENDS

**EXTENDED SUMMER SESSION  
(11 WEEK SESSION)**

MAY 13	CLASSES BEGIN
MAY 27	MEMORIAL DAY HOLIDAY
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 1-5	SUMMER BREAK
AUGUST 5	EXTENDED SUMMER SESSION ENDS

**Note:** Fall and Spring Semesters include a 4 day formal exam period. The ten week summer session includes a 2 day formal exam period. Five week sessions and the extended session do not include a formal exam period.



# 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.

The National Accrediting Agency for Clinical Laboratory Sciences  
North Carolina Department of Community Colleges

American Dental Association

Approved-N.C.State Board of Education

Approved-N.C.Board of Nursing

Commission on Accreditation of Allied Health Education Programs

## **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 Internet, NCLIVE and other electronic resources.

The Learning Resources Center contains 41,000 volumes in general, technical, and vocational fields, and subscribes to over 230 periodicals. For research purposes, there are 12,000 reels of microfilm of back periodicals.

The Learning Resources Center is responsible for videotapes, computer software, CD-ROM's, and other media materials and equipment.

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

The Learning Resources Center hours are from 7:45 a.m. to 9:45 p.m. Monday through Thursday and 7:45 a.m. to 4:45 p.m. on Fridays, and 9:00 a.m. to 4:45 p.m. on Saturdays. During semester breaks, hours vary.

## **COMPUTER SKILLS LABORATORY**

The Computer Skills Laboratories, located in the Kenneth B. Hurst Continuing Education Building and the Hugh A. Ragsdale Building, are available for use by CCC 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 7:30 a.m. - 9:00 p.m. and 7:30 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. A variety of food selections is offered.

### **THE STUDENT EMPORIUM**

The Student Emporium, also located in the Student Center, provides required textbooks, materials, and supplies. Business hours are Monday 7:45 a.m.-7:00 p.m.; Tuesday 7:45 a.m.-5:15 p.m.; Wednesday 7:45 a.m.-5:15 p.m.; Thursday 7:45 a.m.-7:00 p.m., and Friday 7:45 a.m.-3:00 p.m. The bookstore is open extended hours during the beginning of a semester. Those hours are posted in the college schedule and outside the store. A book buy-back is scheduled during the days of final exams for the purpose of buying and recycling used textbooks. A gift and card section, including college insignia, is located within the store. The college store provides on-line service for purchasing, reserving, and checking prices of textbooks and supplies. The internet address is [www.books.coastal.cc.nc.us](http://www.books.coastal.cc.nc.us).

### **STUDENT CONCERNS**

Written student complaints, regarding the institution, are accepted by the division chair for 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. Normal operating hours are 8:00 a.m. until 10:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Friday. The student services office will provide campus tours by appointment, for groups or individuals on weekdays between 8:30 a.m. and 5:00 p.m.

# **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 division chair for 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 an official 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 official transcripts from all post-secondary educational institutions attended;
3. Take any required placement test;
4. Meet with an academic 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, Automotive Systems Technology, Central Sterile Processing, Cosmetology, Cosmetology Instructor, Dental Assisting, Dental Hygiene, Early Childhood Associate, Electrical/Electronics Technology, Electronics Servicing Technology, Emergency Medical Science, Heavy Equipment and Transport Technology, Information Systems/Network and Administration Support, Manicuring Instructor, Manicuring/Nail Technology, Medical Laboratory Technology, Practical Nursing, Surgical Technology and Welding Technology.

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

### **PROVISIONAL STUDENT**

A provisional student is a student who 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 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)  
ENG 111  
PSY 150, 241
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, 117, 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 ADMISSION POLICY FOR EMERGENCY MEDICAL SCIENCE BRIDGING PROGRAM**

The Emergency Medical Science (EMS) Bridging applicant who meets all admission requirements as outlined in the EMS Bridging Admission Bulletin will receive a total of forty-five (45) transfer hours. Following an official transcript evaluation, the "sixty-five (65) percent of total required hours rule" may be waived by the vice president for instruction or his designee. EMS Bridging students must be enrolled and successfully complete at least one semester to be eligible to graduate.

## **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, wash-rooms, 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 938-6788.

## **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 living 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 admissions office.

### **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 division chair for student services or his/her designee within twenty (20) working days of the date their classification notice is received. A student wishing to appeal the decision of the vice president for student services must file and personally sign a written notice containing a simple declaration of intention of process and appeal before the Residency Appeals Committee.

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

The Residency Appeals Committee, composed of the vice president for instruction (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 Appeals Committee is forwarded in writing to the student and the division chair for 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 academic 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 Coastal in accordance with the following guidelines.

Each transfer student should:

1. Consult with an academic counselor 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. Check by telephone or letter to ensure that the completed applications 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 UNCW'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.

## **STUDENT FEES**

Student fees are collected each semester and are used to support approved co-curricular and extracurricular programs including student government, clubs and organizations, educational activities, graduation, student handbooks, etc. Upon payment, student fees are non-refundable.

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

## **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 10 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 10 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.

## **TEXTBOOKS 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 are available from the college bookstore.

## **TEXTBOOK REFUND POLICY**

1. To get a refund, books must be returned in the condition they were purchased and within thirty (30) calendar days of purchase;
2. Used books are generally not returnable;
3. For defective (not defaced) books, the student is eligible to have the money refunded or the books replaced without charge during the semester purchased.

# 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 academic counselors will assist and advise, but the final responsibility remains that of the student.

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

## 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 OF CREDIT (SHC)

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 in a 16-week semester is considered a full-time student. During the summer term, nine (9) or more hours of course work is considered full-time. No student may carry in excess of 21 credit hours without permission of the vice president for instruction (or designee) or the registrar. A student may not exceed 30 contact hours or the number of contact hours required by the program of study (whichever is greater) without permission from the division chair of that program.

To seek permission to exceed the maximum course loads, 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 from the 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, mailing address and telephone number 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 admissions office and meet with an academic counselor.

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.

## **DEVELOPMENTAL COURSE PLACEMENT**

Developmental courses are pre-credit programs of instruction offered to prepare students for admission to college level courses. Identified developmental courses are offered in the areas of biology, chemistry, English, reading and math and are designated by numeric course codes under one hundred (100).

Placement in an appropriate development course is required if the student scores below established performance standards on the college's placement examinations.

## **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 students **MUST** complete the following steps:

1. Complete all required information on the drop form;
2. Have the instructor (or if necessary division chair) 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. Meet with an academic counselor;
2. Complete all required information on the drop form;
3. Return the completed form to the registrar's office for final processing;
4. 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 dropped after classes begin and up to thirty-six (36) days prior to the end of the regular semester, the grade of "W" will be reported. When a student withdraws from school or from a class or is dropped by the instructor due to attendance within the final thirty-six (36) days of a regular semester, a grade of "W" will be assigned unless the instructor determines that the student's performance at the point of withdrawal has been unsatisfactory.

Modified college sessions (other than the regular college semester) will be prorated. Student may contact the registrar's office for additional information. If the instructor's evaluation of the student's status is unsatisfactory, a grade of "F" may be recorded on the transcript at the end of the semester.

### **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 LIFE EXPERIENCE**

Credit for life experience is not allowed except through Coastal approved cooperative education programs. Academic credit is not allowed for previous life experience outside of the supervision of the college; however, a student may challenge relevant courses by examination.

### **CREDIT BY COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

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 drop/add. 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 performed 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 com-

plete 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 cumulative grade point average 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 division chair 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 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. Each attempt will be recorded. With the exception of audits, the highest completion will be counted for credit in computing the grade point average. 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 may file a two-year rule request form with the student services office for re-entry under the provisions of the two-year rule.

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 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 vice president for 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. Class lectures, demonstrations, discussions, and other in-class experiences are regarded as vital ingredients of the educational process that cannot be easily compensated for through out-of-class makeup work. Therefore, instructors will administratively drop students who miss more than 12.5% of a class’ hours.

<u>Class Contact Hours</u>	<u>Allowable Absence Hours</u>
2	4
3	6
4	8
5	10

**NOTE:** Student absences from class will be counted beginning with the next class meeting after the student has registered for the class, and laboratory hours and class hours are not interchangeable in the application of this policy.

Students should be further advised that some programs may have more stringent attendance requirements due to the nature of the specific programs and various regulations established by state and federal licensing agencies. Such additional attendance requirements are to be stated in the respective program descriptions or course syllabi, and are to be maintained on file in the office of the vice president for instruction.

It is the responsibility of each student to understand and to abide by the attendance policy, as well as any additional guidelines developed by faculty members concerning such things as advance notice of absences and makeup work requirements. Students should be mindful that they remain account-

able for any information or assignments missed because of class absence.

When a student has been dropped from a course due to excessive absences, he/she may request reinstatement by the instructor. An instructor's decision to allow or deny a student's reinstatement request is discretionary. If a student is reinstated, continued enrollment will be at the discretion of, and upon the conditions set forth by, the instructor. If the student is not reinstated, the student may, after consultation with the division chair for student services or his or her designee, initiate an appeal by submitting a written request for the same to the chair of the student welfare committee. The Student Welfare Committee will then duly convene for a timely hearing and the resulting decision shall be final.

## **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 active duty service members and their dependents throughout the world. As a SOC member, Coastal Carolina Community College recognizes the unique nature of the military life-style 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.

	<b>Numerical Grade</b>	<b>Quality Points Per Semester Hours</b>
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.

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.

### **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" for that semester.

### **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.

### **ACADEMIC PROBATION AND SUSPENSION**

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

#### **GRADE POINT AVERAGE TO DETERMINE CONTINUANCE IN COLLEGE ASSOCIATE DEGREE PROGRAMS**

<b>ALL PROGRAM CREDIT HOURS ATTEMPTED*</b>	<b>AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC SUSPENSION</b>	<b>AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC PROBATION</b>
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 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 cumulative 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 academic counselor who may limit their enrollment to eight (8) credit hours or less for the semester. These students must report to their assigned academic 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 academic counselor 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.

**Suspension:** A student whose cumulative 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. An academic 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 cumulative grade point average.

## **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;
4. The vice president for instruction 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, the business office, instructors, advisors and other academic personnel within the limitations of their need to know.

At its discretion, the college may provide directory information in accordance with the provisions of the act to include the following: student's name, address, phone numbers, major field of study, dates of attendance, full-time/part-time attendance, degrees and awards received. The college will provide directory information listings to military recruitment offices (as designated by the Solomon Amendment), to other third parties for the sole purpose of educational benefits to the students, and for verification to employment agencies. No other persons shall have access to, nor will the college disclose, information from student's records without the written consent of the student.

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**

Students may obtain copies of their transcript(s) by written request at no charge for the transcript(s). Course work taken prior to the summer 1997 will reflect quarter hours; course work taken summer 1997 or after will be reflected in semester hours.

Any request for five or more transcripts may require extra time to process. Transcripts are withheld until all of the student's financial obligations to the college are completed. Contact the registrar's office for additional information.

## **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 an 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.

Students who are receiving any type of financial aid should consult an academic 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 disruptive 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 division chair for student services 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 vice president for instruction (hereinafter referred to as "the vice president") 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 vice president 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 vice president. 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 vice president and to present argument and evidence in his/her behalf, within ten (10) days;
  - b. Following completion of the informal investigations specified above, the vice president 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 vice president 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 vice president 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 vice president 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 vice president (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 vice president within ten (10) days of the decision. The vice president may promulgate rules for the conduct of the hearing;
  - c. The vice president is authorized to appoint college employees and students as the impartial party or panel specified herein, and the vice president 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 vice president, and the decision of the vice president shall be final;
  - d. A written decision of the panel shall be forwarded to the vice president 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 vice president 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 vice president (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 vice president within ten (10) days of the decision. The vice president may promulgate rules for conduct of the hearing;

- d. The vice president is authorized to appoint college employees and students as the impartial party or panel specified herein, and the vice president 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 vice president, and the decision of the vice president shall be final;
  - e. A written decision of the panel shall be forwarded to the vice president 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 division chair for 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 CCCC 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 student will be escorted off the campus or from the college activity, function or event and must meet with the director of admissions 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 vice president for 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 division chair for 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 enroll-



ment 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 division chair for 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.

## **EATING AND DRINKING REGULATIONS**

Eating and drinking are not permitted in any laboratory or classroom in any building on campus without written permission from the Business Office.

## **SMOKING**

Smoking is not permitted in any building on campus. Smoking is permitted only outside of the buildings.

## **STUDENT IDENTIFICATION**

Students are required to obtain and maintain a valid Coastal issued I. D. card, and 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 or work. 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

## ADMISSIONS AND COUNSELING

The admissions office provides admissions assistance and academic advisement at the main campus and our offices aboard Camp Lejeune and New River Air Station. Academic counselors assist students with educational and occupational decisions, admissions and advisement throughout the student's enrollment with the college. The intent is to provide assistance for continued student success. As an integral part of the student's educational process, personal counseling services are available to assist the student in achieving his/her educational goal.

## 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.

## REGISTRAR'S OFFICE

The registrar's office is responsible for student registration, maintaining student records, maintaining faculty class rolls and attendance rosters, and approving students for graduation. This office also maintains evaluation of transfer credits from other institutions (providing these credits are applicable toward the graduation requirements of Coastal Carolina Community College.)

Other services available through the registrar's office: adding or dropping courses, or withdrawing from the college, changing name and address, and/or requesting transcripts. Forms available to the student are: registration cards (drop/add), withdrawal forms, transcript request, request to change catalogs (changing from current program of study requirements to another), change of name and/or address, transient study request, letters for verification of attendance, independent study, audit, and challenge forms.

## FINANCIAL ASSISTANCE

The college provides a number of financial assistance programs, ensuring educational opportunities for individual students. Grants, scholarships, and employment opportunities are included in such programs. A Free Application for Federal Student Aid (FAFSA) must be completed to determine the need of a student. Applications for federal programs should be submitted ten weeks prior to registration.

Applications for state, institutional, and private programs vary. Contact the financial aid office (student services building), the foundation off (James L. Henderson, Jr. Administration Building), or the human services office (Kenneth B. Hurst Continuing Education Building) for specific information. Additional information may also be obtained at Coastal's website ([www.coastalcarolina.org](http://www.coastalcarolina.org)).

## GRANTS

**PELL GRANT**-provides the recipient with a federally regulated sum of financial assistance. Students must be fully admitted to a program of study at Coastal. Such factors as total funding allocated by Congress, costs of edu-

cation, a student's need level, and enrollment level determines the award amount.

**THE NORTH CAROLINA COMMUNITY COLLEGE GRANT (NCCCG)** is offered by the North Carolina State Education Assistance Authority (NCSEAA) through the state College Foundation, Inc., located in Raleigh, North Carolina. The grant is available for North Carolina residents who are attending a North Carolina community college. Students should submit a Free Application for Federal Student Aid ten weeks prior to registration. The amount of each award is based upon the need level (expected family contribution amount) and the enrollment level of each student.

**THE NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG)** is offered by the North Carolina State Education Assistance Authority through College Foundation, Inc., located in Raleigh, North Carolina. The grant is available for North Carolina residents for tuition purposes. Interested students should submit a Free Application for Federal Student Aid in January or February prior to the start of fall semester. Awards are based upon each student's expected family contribution (need factor).

**THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM (SEOG)** is funded by the federal government for students with exceptional financial needs. The need of each student is determined by completing a Free Application for Federal Student Aid. A student must submit a correct and complete Student Aid Report (SAR) packet by August 1 prior to the start of fall semester. Awards are based on the student's expected family contribution, dependency status, and cost of attendance.

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

**EMPLOYMENT OPPORTUNITIES** are available through the Student Intern Program. The program assists students by providing job opportunities on the college campus and at a number of public schools throughout Onslow County. The completion of a Free Application for Federal Student Aid is required for consideration. The availability of positions is based upon funding levels, student need levels, and interviews. Students will be paid an hourly wage for the number of hours worked per month during the semester.

**JOB PLACEMENT ASSISTANCE** is offered through the JobLink Career Center, located in Room 108 of the Kenneth B. Hurst Continuing Education Building. Students can review local, state, regional and federal job openings on the job board and via the Internet. Job Boards are also located in the Student Emporium, Ragsdale Building, Classroom Buildings A and B, Allied Health Building, Trades and Technical Building, and the Business Technology Building. Representatives from the Employment Security Commission, Vocational Rehabilitation, the Department of Social Services and Onslow County Schools are located at the JobLink Career Center. Three annual job fairs are held where students can meet recruiters face to face to apply for current job

openings locally, throughout North Carolina, and the nation. Assistance is available at the JobLink Career Center on resume, cover letter, and interview preparation. Hours are Monday through Friday 9 AM - 5 PM and other hours by appointment.

## **VETERANS PROGRAMS**

The college is approved for the training of veterans, spouse and children of any totally and permanently disabled veteran (disability must be service-connected), and a spouse and children of any veteran who dies of a service-connected disability. Eligible persons seeking such benefits should contact the Director of Veterans Programs to be accepted to a program of study and process their application for VA educational benefits.

All students receiving VA educational benefits should have, and be familiar with, the Veterans Assistance Handbook.

VA benefits are provided based on chapter definitions. Chapter 30 students are those who served on active duty after July 1, 1985. A Chapter 31 student is a disabled veteran requesting vocational rehabilitation. Chapter 32 students participated in the Veterans Educational Assistance program (VEAP) and served on active duty between January 1, 1977 and June 30, 1985. Chapter 34 students are those who served on active duty prior to December 31, 1976. Chapter 35 students are either the spouse or child of a totally permanently disabled veteran (disability must be service-connected) or the spouse or child of a veteran who died due to a service-connected disability. Chapter 1606 students are serving in an active reserve unit.

## **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.

## **STUDENT ACTIVITIES**

Getting involved in campus activities is one of the best ways to meet people with interests and talents like yours, and these experiences can also help when looking for a job after graduation. Employers value people who have varied interests; involvement in extracurricular activities indicates you have what it takes to go the extra mile when it's needed.

## **Student Government Association (SGA)**

The SGA is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty and the administration. The student government provides a means through which students can promote interest in student activities both on and off campus. The president of the SGA serves as the student trustee on the College Board of Trustees.

## **Phi Theta Kappa Honor Society**

An international honor society for students enrolled in a two-year college, membership is by invitation only and extended to students enrolled in a degree program and have achieved a cumulative GPA of 3.55 or better. PTK's purposes to promote academic excellence through leadership, scholarship, service and fellowship.

## **Student Clubs**

Coastal supports numerous student clubs. For a complete listing, see the director of student activities.

## **Service Learning**

Designed as an extra credit option for some classes, this program is an instructional methodology that integrates community service with academic instruction as it focuses on critical and reflective thinking and civic responsibility. Students are involved in organized community projects that address local needs while developing their academic skills, sense of civic responsibility, and commitment to the community.

## **Wellness Program**

Coastal offers a diverse program of activities for its students. The primary objective is to provide extracurricular opportunities that are both enjoyable and fitness-oriented.

Coastal's Wellness program is a comprehensive fitness program that addresses the many facets of being well. These include the physical, social, emotional, intellectual, recreational, environmental, and spiritual aspects of one's daily life. The wellness program is designed to help participants identify specific goals and provide access to trained and qualified staff. This will provide a solid support base to meet and maintain goals in a healthful manner. For more information and to sign up, call (910) 938-6260.

## **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 curriculum course/courses are covered by student accident insurance.

## **STANDARDS OF PROGRESS NEEDED TO HOLD OFFICE IN STUDENT ORGANIZATIONS**

Full time and part time students who are currently enrolled, have at least a "C" (2.0) cumulative average, and are not on academic probation may hold an office in a student club. The Student Government Association (SGA) requires a 2.5 cumulative GPA for all offices and representatives.

# **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.**

Woody H. Myers, President  
John W. Rouse, Vice President/Fund Drive Chairman  
Dr. Ronald K. Lingle, Secretary  
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C. Louis Shields, Trustees Liaison  
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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.:

ABWA Jacksonville Charter Chapter Scholarship  
ABWA Prime Chapter Scholarship  
Aladdin Electrical Service Scholarship  
Alltel Scholarship  
Atlantic Coast Foods, Inc./Burger King Scholarship  
Barone's Office Supply and Equipment Scholarship  
Carl J. Beacham, Sr., Memorial Scholarship  
Thomas W. Bell, Jr., D.D.S., P.A. Scholarship  
Dr. and Mrs. Henry M. Best, III Scholarship  
Margaret B. and James E. Black Memorial Scholarship  
Bonita B. & Huey I. Borders Memorial Scholarship  
(Sponsored by Ann B. Webb)  
Polly and Ray Brown Scholarship (McDonald's)  
BGen and Mrs. A. R. Brunelli Memorial Scholarship  
Calvary Assembly of God Scholarship  
(Sponsored by Reva Goerke)  
Cape Securities Scholarship  
(Sponsored by Barbara and Tom Pace)  
Cardinal Motors Scholarship  
Carolina Power & Light Scholarship



Faye K. and John T. Carter, Jr., Scholarship  
Centura Bank Scholarship  
The Coastal Carolina Community College Association of Educational Office  
Professionals Scholarship  
The Coastal Carolina Dental Hygiene Society Scholarship  
Coastal Dry Cleaners Group Scholarship  
Coca Cola Bottling Scholarship  
Coldwell Banker Ockuly Realty Scholarship  
Hurtis Coleman Memorial Scholarship  
(Sponsored by Piggly Wiggly of Jacksonville)  
Dr. and Mrs. G. M. Conekin Scholarship  
Martha Bell Conway Memorial Scholarship  
Cooperative Bank for Savings Scholarship  
Sheila Cowan Memorial Scholarship  
Credit Bureau of Jacksonville and Onslow County Scholarship  
(Sponsored by Bea Ruse)  
The Daily News Scholarship  
Nere E. Day and Christine Sylvester Day Memorial Scholarship  
Delta Kappa Gamma Society International-Upsilon Chapter Scholarship  
Eastern Star, Jacksonville Chapter #327 Scholarship  
Edna and Dewey Edwards Memorial Scholarship  
Timothy F. Edwards, M.D., P.A. Scholarship  
Everett-Bishop Memorial Scholarship  
First Citizens Bank and Trust Company Scholarship  
Raymond M. Fox, Jr., M.D. and Bonnie L. Fox, LPN Scholarship  
Scott Alan Gasperson Memorial Scholarship  
John G. Gay/Student Services Scholarship  
Daniel Lindsey Grant Memorial Scholarship  
Grant's Creek Nursery Scholarship  
Dr. and Mrs. Jeffrey L. Gross Scholarship  
Senator A. D. Guy Memorial Scholarship  
Dr. Hunter Heath Memorial Scholarship  
James L. Henderson, Jr., Scholarship  
Herring Family Scholarship  
G. R. Hiehle Memorial Scholarship  
Linda Holtz Hiehle Scholarship  
The Thomas Humphrey Memorial Scholarship  
William Troy Humphrey Scholarship  
Ammar Issa Memorial Scholarship  
Jacksonville Breakfast Rotary Club Scholarship  
Jacksonville Kiwanis Club Scholarship  
Jenkins Gas and Oil Company Scholarship  
The Brent, Daron and Kendall Jones Scholarship  
Jones-Onslow EMC Scholarship  
Lucy Athalia Koonce Memorial Scholarship  
Lanier and Fountain Scholarship  
Laverne's Hallmark Shop Scholarship  
Lejeune Chapter - TROA Scholarship  
Lejeune Honda Cars Scholarship

Marine Chevrolet, Oldsmobile, Cadillac Scholarship  
 Marine Federal Credit Union Scholarship  
 Col. Roger C. and Pat McElraft Scholarship  
 Meadows, Schaberg and Lutcavage D.D.S., P.A. Scholarship  
 Willis E. Mease, M.D., and Eleanor P. Mease, R.N., Scholarship for RN Student  
 Willis E. Mease, M.D., and Eleanor P. Mease, R.N., Scholarship for LPN Student  
 Willis E. Mease, M.D./Onslow County Medical Society Scholarship  
 Marion Henry Mehl Memorial Scholarship  
 George H. Miller Memorial Scholarship  
 Modern Exterminating Company Scholarship  
 (Presented in honor of Mr. & Mrs. J. W. Efirm and Mr. and Mrs. James A. Barnes)  
 Moore Buick Pontiac Mitsubishi Scholarship  
 James Morgan Scholarship  
 (Sponsored by Piggly Wiggly of Richlands)  
 Estelle R. and Alvin C. Morton Memorial Scholarship  
 Leven and Nannie Morton Scholarship  
 Rosa and Navi Morton Memorial Scholarship  
 The Muir Family Scholarship  
 Florence Mallard Myers Memorial Scholarship  
 National Dodge-Olds-VW Scholarship  
 Joseph G. Navolanic Memorial Scholarship  
 New River Rotary Club Scholarship  
 Non-Commissioned Officers Association Scholarship  
 NCO Wives' Club Scholarship  
 Onslow Animal Hospital Scholarship  
 Onslow County Dental Society Scholarship  
 Onslow County Homebuilders Association Scholarship  
 Onslow Memorial Hospital Auxiliary Scholarships  
 Onslow Women's Health Center Scholarship  
 (Sponsored by Dr. Henry Hays and Dr. Eric Buffong)  
 Rocky Ozment Scholarship  
 Barbara and Tom Pace Scholarship  
 Katherine Pace Memorial Scholarship  
 Park Tuk ki and Kim Kum Wui Memorial Scholarship  
 Pepsi Cola Bottling Company of Jacksonville, Inc. Scholarship  
 The Physical Therapy Clinic, Inc. Scholarship  
 (Sponsored by Leanne K. Lyon, MPT)  
 Piggly Wiggly of Jacksonville/New River Scholarship  
 Piggly Wiggly of Jacksonville/Northwoods Scholarship  
 Piggly Wiggly of Richlands Scholarship  
 Gregory Poole Scholarship  
 Alfred Popkin Memorial Scholarship  
 Jerry Popkin Memorial Scholarship  
 Lila Popkin Memorial Scholarship  
 Martin J. Popkin Memorial Scholarship  
 Pro-Type Staffing Services Scholarship

Cathy and John Psilos Scholarship  
R & K Family Scholarship  
Shirley J. and Albert P. Rachide Scholarship  
Johnnie F. 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  
Coley H. Rhodes Scholarship  
Richlands Rotary Club Scholarship  
Brock Ridge Scholarship  
(Sponsored by Piggly Wiggly of Richlands)  
Rose Family Scholarship  
John T. Ryan, Jr., Memorial Scholarship  
(Sponsored by Mine Safety Appliances Company)  
Sanders Ford Scholarship  
Schilsky Chiropractic Center Scholarship  
Susie and Louis W. Sewell, Sr., Memorial Scholarship  
Shields-Sparkman Medical Allied Health Scholarship  
Sneads Ferry Rotary Club Scholarship  
Soroptimist International of Jacksonville Scholarship  
Stamats Distributing Company Scholarship  
(Sponsored by Clara and Bill Stamats)  
Stanadyne Scholarship  
Star of Life Alumni Scholarship  
Stevenson Hyundai-Jeep-Eagle Scholarship  
Judge James R. Strickland Memorial Scholarship  
Judge and Mrs. James R. Strickland Scholarship  
Richard A. Suls Memorial Scholarship  
Swansboro Rotary Club Scholarship  
Switzer Scholarship  
Rebecca Perry Sylvester Memorial Scholarship  
Frances Stroud Thompson Memorial Scholarship  
(Sponsored by Donald H. Thompson)  
Tireville Scholarship  
Tuton Family Scholarship  
Walter "Blackie" Vatcher Memorial Scholarship  
Barbara and Huck Venters Scholarship  
Agnes Vergon/EMS Scholarship  
Alex Warlick, Jr., Scholarship  
Mary Alexis Warlick Memorial Scholarship  
Christine and Jeff Weaver Scholarship  
(Sponsored by The Trophy Case)  
Geraldine White Scholarship  
(Sponsored by Piggly Wiggly of Jacksonville)  
The Whitehead/Lanier Memorial Scholarship  
(Sponsored by Jacksonville Police Training Academy, Inc.)  
A. V. Williams Memorial Scholarship  
Elizabeth Worley and Bill Hemmingway Scholarship

## 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 academic 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

A1010A Art Education	A1010J Physical Education
A1010B Business Administration	A1010K Political Science
A1010C Business Education & Marketing Education	A1010L Psychology
A1010D Criminal Justice	A1010M Social Science Secondary Education
A1010E English	A1010N Sociology
A1010F English Education	A1010Q Social Work
A1010H History	

### ASSOCIATE IN SCIENCE DEGREE - A10400

A1040D Engineering	A1040A Biology and Biology Educa- tion
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### ASSOCIATE IN FINE ARTS DEGREE - A10200

A1020A Art	A1020D Music and Music Education
A1020C Drama	

### ASSOCIATE IN APPLIED SCIENCE DEGREE

A25100 Accounting	A25260 Information Systems
A40100 Architectural Technology	A2526D Information Systems/ Network Administration and Support
A45120 Associate Degree Nursing	
A25120 Business Administration	A45420 Medical Laboratory Technology
A25130 Computer Programming	A25310 Medical Office Administration
A55180 Criminal Justice	A25360 Office Systems Technology
A45260 Dental Hygiene	A25380 Paralegal Technology
A55220 Early Childhood Associate	A45740 Surgical Technology
A45340 Emergency Medical Science	
A55240 Fire Protection Technology	

### DIPLOMA

D35100 Air Conditioning, Heating, and Refrigeration Technology	D50120 Electronic Servicing Technology
D60100 Autobody Repair	D55240 Fire Protection Technology
D60160 Automotive Systems Technology	D60240 Heavy Equipment and Transport Technology
D45180 Central Sterile Processing	D25260 Information Systems
D55140 Cosmetology	D2526D Information Systems/ Network Administration and Support
D45240 Dental Assisting	D45660 Practical Nursing
D55220 Early Childhood Associate	D45740 Surgical Technology
D35220 Electrical/Electronics Technology	D50420 Welding Technology

## CERTIFICATE

C35100B	Basic Refrigeration	C55220	Early Childhood Associate
C35100C	Heating and Cooling Systems	C55220A	Early Childhood Associate Administration
C35100D	HVACR Design and Installation	C50120	Electronic Servicing Technology
C60100	Autobody Repair	C55240	Fire Protection Technology
C60160	Automotive Sys Technology	C60240	Heavy Equipment and Transport Technology
C60160D	Automotive Sys Technology: Diagnostics	C55380	Manicuring Instructor
C60160E	Automotive Sys Technology: Engines	C55400	Manicuring/Nail Technology
C60160M	Automotive Sys Technology: Mechanical Components	C25310	Medical Office Administration
C55120	Basic Law Enforcement Training	C45480	Nursing Assistant
C55160	Cosmetology Instructor	C50420A	Welding: Structural Welder
		C50420B	Welding: Combination Welder
		C50420C	Welding: Certified Welder

# 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. Options under the Associate in Arts Degree include: art education, business education and marketing education, criminal justice, English, English education, history, physical education, political science, psychology, social science secondary education, and sociology.

The Associate in Science Degree is for students desiring to enter science and/or math related fields. An option under the Associate in Science Degree is engineering.

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

COM 110, COM 120\*, 231\*

\*One of these COM courses is required (see OTHER REQUIRED HOURS). The other may be used for Humanities/Fine Arts core credit.

DRA 111, 112, 122, 211, 212

ENG 231, 232, 241, 242, 261, 262

FRE 111, 112, 211, 212

GER 111, 112, 211, 212

HUM 130, 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.**

ANT 210

ECO 151, 251, 252

GEO 111, 112

HIS 115, 121, 122, 131, 132

POL 110, 120, 210, 220

PSY 150, 241, 281

SOC 210, 213, 220, 225, 240

#### Natural Sciences/Mathematics

14-15 SHC

##### **Mathematics (6 SHC):**

CIS 110 and **one** of the following:

MAT 140, 161/161A, 171/171A, 175/175A

(Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details.)

**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 131/131A, CHM 151, PHY 151, 251

Credit will not be awarded for both CHM 151 and CHM 131/131A.



**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 (1-2 SHC):***

PED 110 or 111

***Electives (14-16 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.

### **OPTIONAL CONCENTRATIONS FOR ASSOCIATE IN ARTS DEGREE**

Students enrolled in the following concentrations must incorporate the courses listed. For additional information, see an Academic Counselor.

**Art Education (A1010A)** - ART 114, 115, 121, 122, 131

**Business Administration (A1010B)** - ACC 120, 121; ECO 251, 252; MAT 151/151A; MAT 263; MAT 161/161A or MAT 171/171A

**Business Education and Marketing Education (A1010C)** - ACC 120; CIS 115 or CSC 134; ECO 251, 252; MAT 161/161A or 171/171A or 175/175A

**Criminal Justice (A1010D)** - CJC 111, 121, 141; POL 120; PSY 150; SOC 210

**English (A1010E)** - Two of the following: ENG 231 or 232 or 241 or 242

**English Education (A1010F)** - EDU 116; PSY 150

**History (A1010H)** - MAT 161/161A or 171/171A or 175/175A

**Physical Education (A1010J)** - PED 110 plus two additional PED courses

**Political Science (A1010K)** - POL 120

**Psychology (A1010L)** - BIO 111; MAT 161/161A or higher; PSY 150

**Social Science Secondary Education (A1010M)** - ECO 151; GEO 111; HIS 121, 122, 131, 132; POL 120; SOC 210

**Social Work (A1010Q)** - MAT 140 or 151/151A or 175/175A; MAT 161/161A or 171/171A; POL 120; PSY 150; SOC 210

**Sociology (A1010N)** - SOC 210; SOC 213 or 220 or 225 or 240; one additional social science that is not a SOC course

### **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  
COM 110, 120, 231  
DRA 111, 112, 122, 211, 212  
ENG 231, 232, 241, 242, 261, 262  
FRE 111, 112, 211, 212  
GER 111, 112, 211, 212  
HUM 130, 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**.

ANT 210  
ECO 151, 251, 252  
GEO 111, 112  
HIS 115, 121, 122, 131, 132  
POL 110, 120, 210, 220  
PSY 150, 241, 281  
SOC 210, 213, 220, 225, 240

**Natural Sciences**

**4 SHC**

Select one course from among the biological and physical science disciplines.

BIO 111, CHM 131/131A, CHM 151, PHY 151, 251

Credit will not be awarded for both CHM 151 and CHM 131/131A.

**Mathematics 3-4 SHC** Select one course in introductory mathematics.

MAT 140, 161/161A, 171/171A, 175/175A

(Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details.)

**OTHER REQUIRED HOURS**

**36 SHC**

**Computer Literacy**

**3 SHC**

CIS 110

**Physical Education**

**1-2 SHC**

PED 110 or 111

**Major Core and Electives**

**31-32 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 SHC

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

Select **four** courses from the following:

MUS 131, 132, 133, 134, 141, 142, 231, 232, 233, 234,  
241, 242

**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 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

COM 110, 120, 231

DRA 111, 112, 122, 211, 212

ENG 231, 232, 241, 242, 261, 262

FRE 111, 112, 211, 212

GER 111, 112, 211, 212

HUM 130, 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.**

ANT 210

ECO 151, 251, 252

GEO 111, 112

HIS 115, 121, 122, 131, 132

POL 110, 120, 210, 220

PSY 150, 241, 281

SOC 210, 213, 220, 225, 240

**Natural Sciences****16 SHC**

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

BIO 111 and 112

BIO 111 and 130

CHM 151 and 152

PHY 151 and 152 **or**

PHY 251 and 252

**Mathematics****14-16 SHC**CIS 110 and **one** of the following:

MAT 171/171A, 175/175A, 271

(With the exception of MAT 151, students opting for MAT 175 or MAT 271 must take a higher numbered course from the list below.)

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

MAT 151/151A, 172/172A, 263, 271, 272, 273, 280, 285

(Credit will not be awarded for both MAT 263 and MAT 271.)

**OTHER REQUIRED HOURS\*****6 SHC*****Physical Education (1-2 SHC):***

PED 110 or 111

***Electives (0-3 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.

**OPTIONAL CONCENTRATIONS FOR ASSOCIATE IN ARTS DEGREE**

Students enrolled in the following concentrations must incorporate the courses listed. For additional information, see an Academic Counselor.

**Biology and Biology Education (A1040A)** - BIO 111, 112, 130; CHM 151, 152; MAT 171/171A, 172/172A, 271

**Engineering (A1040D)** - CHM 151, 152; CSC 134 (instead of CIS 110); ECO 251 or 252; HIS 121, 122 or HIS 131, 132; MAT 271, 272, 273, 285; PHY 251, 252

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

**ASSOCIATE IN SCIENCE DEGREE  
PRE-ENGINEERING**

**CURRICULUM DESCRIPTION**

The pre-engineering curriculum prepares individuals to transfer to a university and pursue a Bachelor's of Science Degree in Engineering. The pre-engineering program provides a thorough foundation in science and mathematics while developing the student's critical-thinking and problem-solving skills. The required physics, calculus, and computer science courses are generally offered only during the semester indicated.

**Students entering the Pre-Engineering Associate in Science Degree Program must demonstrate competency in or complete the prerequisites required for MAT 271 Calculus I, and CSC 134 C++ Programming.**

The prerequisites for these courses are:

MAT 271	MAT 175/175A Precalculus or MAT 172/172A Precalculus Trigonometry
CSC 134	CIS 115 Introduction to Programming & Logic

If necessary, students should take MAT 175/175A or MAT 172/172A during their first fall semester and CIS 115 during their first year.

**ASSOCIATE IN SCIENCE (A1040D)**

		<b>Hours Per Week</b>		
		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
<b>FALL SEMESTER (1st Year)</b>				
CHM 151	General Chemistry I	3	3	4
ENG 111	Expository Writing	3	0	3
	Fine Arts Course	3	0	3
	Foreign Language Course	3	0	3
		12	3	13
<b>SPRING SEMESTER (1st Year)</b>				
ENG 113	Literature-Based Research (or ENG 112)	3	0	3
MAT 271	Calculus I	3	2	4
	Foreign Language Course	3	0	3
	Social/Behavioral Science Course	3	0	3
		12	2	13
<b>SUMMER SEMESTER (1st Year)</b>				
MAT 272	Calculus II	3	2	4
PHY 251	General Physics I	3	3	4
		6	5	8
<b>FALL SEMESTER (2nd Year)</b>				
CSC 134	C++ Programming*	2	3	3
MAT 273	Calculus III	3	2	4
PED 111	Physical Fitness I (or PED 110)	0	3	1
PHY 252	General Physics II	3	3	4
	History Course	3	0	3
		11	11	15

**SPRING SEMESTER (2nd Year)**

ECO 251	Principles of Microeconomics (or ECO 252)	3	0	3
MAT 285	Differential Equations	3	0	3
	Engineering Course (or CHM 152)	3	3	4
	History Course	3	0	3
	Literature Course	3	0	3
		15	3	16

**Total Semester Hours: 65**

\*Some universities require CSC 148 Java Programming instead of CSC 134 C++ Programming for certain types of engineering degrees. Students should consult a counselor and, if necessary, take CSC 148 in the spring of their second year.

# ACCOUNTING

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate course work is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25100)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
ACC 120	Principles of Accounting I	3	2	4
BUS 115	Business Law I	3	0	3
CIS 110	Introduction to Computers	2	2	3
COM 231	Public Speaking	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
		16	6	19
<b>SPRING SEMESTER (1st Year)</b>				
ACC 121	Principles of Accounting II	3	2	4
ACC 129	Individual Income Taxes	2	2	3
BUS 110	Introduction to Business	3	0	3
BUS 116	Business Law II	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		17	4	19
<b>FALL SEMESTER (2nd Year)</b>				
ACC 130	Business Income Taxes	2	2	3
ACC 140	Payroll Accounting	1	2	2
ACC 150	Computerized General Ledger	1	2	2
ACC 220	Intermediate Accounting I	3	2	4
ACC 225	Cost Accounting	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
		13	8	17

**SPRING SEMESTER (2nd Year)**

ACC 149	Introduction to Accounting Spreadsheets	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 251	Principles of Microeconomics	3	0	3
		15	6	18

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

ART 111	Art Appreciation	ENG 242	British Literature II
ART 114	Art History Survey I	ENG 261	World Literature I
ART 115	Art History Survey II	ENG 262	World Literature II
ART 116	Survey of American Art	FRE 111	Elementary French I
ART 117	Non-Western Art History	GER 111	Elementary German I
COM 110	Intro to Communication	HUM 130	Myth in Human Culture
COM 120	Interpersonal Comm	HUM 160	Introduction to Film
DRA 111	Theatre Appreciation	HUM 211	Humanities I
DRA 112	Literature of the Theatre	HUM 212	Humanities II
DRA 122	Oral Interpretation	MUS 110	Music Appreciation
DRA 211	Theatre History I	MUS 213	Opera and Music Theatre
DRA 212	Theatre History II	PHI 215	Philosophical Issues
ENG 231	American Literature I	REL 211	Intro to Old Testament
ENG 232	American Literature II	REL 212	Intro to New Testament
ENG 241	British Literature I	SPA 111	Elementary Spanish I



# AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

## 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.

Coastal Carolina Community College offers a Diploma and three Certificates. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work for each is listed below.

### DIPLOMA (D35100)

		Hours Per Week		
		Class	Lab	Credit
<b>SUMMER SEMESTER</b>				
AHR 151	HVAC Duct Systems I	1	3	2
AHR 210	Residential Building Code	1	2	2
AHR 211	Residential System Design	2	2	3
CIS 111	Basic PC Literacy	1	2	2
		5	9	9
<b>FALL SEMESTER</b>				
AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 112	Heating Technology	2	4	4
AHR 160	Refrigerant Certification	1	0	1
MAT 101	Applied Mathematics I	2	2	3
		9	14	16
<b>SPRING SEMESTER</b>				
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
<b>Total Semester Hours:</b>				<b>42</b>

### BASIC REFRIGERATION CERTIFICATE (C35100B)

(This certificate will be offered every year in the evening program)

		Hours Per Week		
SUMMER SEMESTER		Class	Lab	Credit
AHR 151	HVAC Duct Systems I	1	3	2
		1	3	2
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
AHR 160	Refrigerant Certification	1	0	1
		3	4	5
<b>Total Semester Hours:</b>				<b>15</b>

### HEATING AND COOLING SYSTEMS CERTIFICATE (C35100C)

(This certificate will be offered every other year in the evening program)

		Hours Per Week		
SUMMER SEMESTER		Class	Lab	Credit
AHR 130	HVAC Controls	2	2	3
		2	2	3
FALL SEMESTER				
AHR 113	Comfort Cooling	2	4	4
		2	4	4
SPRING SEMESTER				
AHR 112	Heating Technology	2	4	4
AHR 235	Refrigeration Design	2	2	3
		4	6	7
<b>Total Semester Hours:</b>				<b>14</b>

*The Heating and Cooling Systems Certificate is intended for individuals who have completed the Air Conditioning Heating and Refrigeration Diploma or Basic Refrigeration Certificate.*

### HVACR DESIGN AND INSTALLATION CERTIFICATE (C35100D)

(This certificate will be offered every other year in the evening program)

		Hours Per Week		
SUMMER SEMESTER		Class	Lab	Credit
AHR 210	Residential Building Code	1	2	2
		1	2	2
FALL SEMESTER				
AHR 211	Residential System Design	2	2	3
AHR 212	Advanced Comfort Systems	2	6	4
		4	8	7
SPRING SEMESTER				
AHR 220	Commercial Building Codes	2	0	2
AHR 225	Commercial System Design	2	3	3
		4	3	5
<b>Total Semester Hours:</b>				<b>14</b>

*The HVACR Design and Installation Certificate is intended for individuals who have completed the Air Conditioning Heating and Refrigeration Diploma or Basic Refrigeration Certificate.*

# ARCHITECTURAL TECHNOLOGY

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

### ASSOCIATE IN APPLIED SCIENCE DEGREE (A40100)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
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
CIS 111	Basic PC Literacy	1	2	2
MAT 121	Algebra/Trigonometry I	2	2	3
		10	12	15
<b>SPRING SEMESTER (1st Year)</b>				
ARC 113	Residential Architectural Technology	1	6	3
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
ARC 131	Building Codes	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 122	Algebra/Trigonometry II	2	2	3
		9	16	15
<b>SUMMER SEMESTER (1st Year)</b>				
ARC 141	Elementary Structures for Architecture	4	0	4
ARC 221	Architectural 3-D CAD	1	4	3
ARC 230	Environmental Systems	3	3	4
ENG 114	Professional Research and Reporting	3	0	3
		11	7	14
<b>FALL SEMESTER (2nd Year)</b>				
ARC 211	Light Construction Technology	1	6	3
ARC 261	Solar Technology	1	2	2
ARC 262	Architectural Animation and Video	1	6	3
PHY 131	Physics-Mechanics	3	2	4
	Social/Behavior Science Elective	3	0	3
		9	16	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
ART 260	Photography Appreciation	3	0	3
		9	13	14
<b>Total Semester Hours:</b>				<b>73</b>

**APPROVED SOCIAL/BEHAVIORAL SCIENCE ELECTIVES**

ANT 210	General Anthropology	HIS 132	American History II
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 210	Comparative Government
GEO 111	World Regional Geography	POL 220	International Relations
GEO 112	Cultural Geography	PSY 150	General Psychology
HIS 115	Intro to Global History	SOC 210	Intro to Sociology
HIS 121	Western Civilization I	SOC 213	Sociology of the Family
HIS 122	Western Civilization II	SOC 220	Social Problems
HIS 131	American History I	SOC 225	Social Diversity
		SOC 240	Social Psychology

## ASSOCIATE DEGREE NURSING

### CURRICULUM DESCRIPTION

The Associate Degree Nursing 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A45120)

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>FALL SEMESTER (1st Year)</b>					
BIO 168	Anatomy and Physiology I	3	3	0	4
NUR 115	Fundamentals of Nursing	2	3	6	5
NUR 117	Pharmacology	1	3	0	2
NUR 118	Nutrition/Diet Therapy	2	0	0	2
PSY 150	General Psychology	3	0	0	3
		11	9	6	16
<b>SPRING SEMESTER (1st Year)</b>					
BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
NUR 135	Adult Nursing I	5	3	9	9
PSY 241	Developmental Psychology	3	0	0	3
		14	6	9	19
<b>SUMMER SEMESTER (1st Session)</b>					
NUR 185	Mental Health Nursing	3	0	6	5
		3	0	6	5
<b>SUMMER SEMESTER (2nd Session)</b>					
CIS 110	Introduction to Computers	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		5	2	0	6
<b>FALL SEMESTER (2nd Year)</b>					
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: 73**

**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 261	World Literature I
ART 116	Survey of American Art	ENG 262	World Literature II
ART 117	Non-Western Art History	FRE 111	Elementary French I
COM 110	Intro to Communication	GER 111	Elementary German I
COM 120	Interpersonal Comm	HUM 130	Myth in Human Culture
COM 231	Public Speaking	HUM 160	Introduction to Film
DRA 111	Theatre Appreciation	HUM 211	Humanities I
DRA 112	Literature of the Theatre	HUM 212	Humanities II
DRA 122	Oral Interpretation	MUS 110	Music Appreciation
DRA 211	Theatre History I	MUS 213	Opera and Music Theatre
DRA 212	Theatre History II	PHI 215	Philosophical Issues
ENG 231	American Literature I	REL 211	Intro to Old Testament
ENG 232	American Literature II	REL 212	Intro to New Testament
		SPA 111	Elementary Spanish I

# AUTOBODY REPAIR

## 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-employed.

Coastal Carolina Community College offers a Diploma and Certificate. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work for each is listed below.

### DIPLOMA (D60100)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
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
CIS 111	Basic PC Literacy	1	2	2
MAT 101	Applied Mathematics I	2	2	3
		8	18	16
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
		4	12	9
<b>Total Semester Hours:</b>				<b>39</b>

## CERTIFICATE (C60100)

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



# AUTOMOTIVE SYSTEMS TECHNOLOGY

## CURRICULUM DESCRIPTION

The Automotive Systems Technology curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operations of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Coastal Carolina Community College offers four Certificates. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work for each is listed below.

## CERTIFICATE (C60160)

### Automotive Systems Technology Certificate (C60160)

FALL SEMESTER		Hours Per Week		
		Class	Lab	Credit
AUT 110	Introduction to Auto Technology	2	2	3
AUT 113	Automotive Servicing	2	6	4
AUT 162	Chassis Electrical and Electronics	2	2	3
AUT 186	Automotive Computer Applications	1	2	2
		7	12	12
	<b>Total Semester Hours:</b>			<b>12</b>

### Automotive Systems Technology: Engines Certificate (C60160E)

SPRING SEMESTER		Hours Per Week		
		Class	Lab	Credit
AUT 116	Engine Repair	1	3	2
AUT 171	Heating and Air Conditioning	2	3	3
AUT 181	Engine Performance-Electrical	2	3	3
AUT 183	Engine Performance-Fuels	2	3	3
AUT 191	Selected Topics in Automotive	1	0	1
		8	12	12
	<b>Total Semester Hours:</b>			<b>12</b>

**Automotive Systems Technology: Mechanical Components Certificate  
(C60160M)**

		Hours Per Week		
<b>SUMMER SEMESTER</b>		Class	Lab	Credit
AUT 112	Auto Shop Management	1	2	2
AUT 131	Drive Trains	2	3	3
AUT 141	Suspension and Steering Systems	2	4	4
AUT 151	Brake Systems	2	2	3
		7	11	12
<b>Total Semester Hours:</b>				<b>12</b>

The design allows for students to enter during the beginning of each semester; the courses do not carry prerequisites.

A student can achieve a diploma by completing all three certificates and MAT 101, ENG 102, and CIS 111.

**Evening  
Automotive Systems Technology: Diagnostics Certificate (C60160D)**

		Hours Per Week		
<b>FALL SEMESTER</b>		Class	Lab	Credit
AUT 141	Suspension and Steering Systems	2	4	4
AUT 151	Brake Systems	2	2	3
		4	6	7
<b>SPRING SEMESTER</b>				
AUT 116	Engine Repair	1	3	2
AUT 131	Drive Trains	2	3	3
		3	6	5
<b>SUMMER SEMESTER</b>				
AUT 162	Chassis Electrical and Electronics	2	2	3
AUT 183	Engine Performance-Fuels	2	3	3
		4	5	6
<b>Total Semester Hours:</b>				<b>18</b>

## BASIC LAW ENFORCEMENT TRAINING

### 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.

Coastal Carolina Community College offers a Certificate. The appropriate course work is listed below.

### CERTIFICATE (C55120)

		Hours Per Week		
		Class	Lab	Credit
CJC 100	Basic Law Enforcement Training	8	30	18
<b>Total Semester Hours:</b>				<b>18</b>

## BUSINESS ADMINISTRATION

### 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate course work is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25120)

	Hours Per Week			
	Class	Lab	Credit	
<b>FALL SEMESTER (1st Year)</b>				
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
CIS 110	Introduction to Computers	2	2	3
COM 231	Public Speaking	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
		16	4	18
<b>SPRING SEMESTER (1st Year)</b>				
BUS 116	Business Law II	3	0	3
CIS 120	Spreadsheet I	2	2	3
ENG 114	Professional Research and Reporting	3	0	3
SOC 210	Introduction to Sociology	3	0	3
	Approved Business Elective	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		17	2	18
<b>FALL SEMESTER (2nd Year)</b>				
ACC 120	Principles of Accounting I	3	2	4
BUS 137	Principles of Management	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
MKT 120	Principles of Marketing	3	0	3
	Approved Business Elective	3	0	3
		15	2	16

**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
ECO 251	Principles of Microeconomics	3	0	3
	Approved Business Elective	3	0	3
		15	6	18

**Total Semester Hours: 70**

**APPROVED BUSINESS ELECTIVES**

ACC 129	Individual Income Taxes
ACC 130	Business Income Taxes (Prerequisite ACC 129)
BUS 125	Personal Finance
BUS 135	Principles of Supervision
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 224	International Marketing (Prerequisite MKT 120)

**APPROVED HUMANITIES/FINE ARTS ELECTIVES**

ART 111	Art Appreciation	ENG 242	British Literature II
ART 114	Art History Survey I	ENG 261	World Literature I
ART 115	Art History Survey II	ENG 262	World Literature II
ART 116	Survey of American Art	FRE 111	Elementary French I
ART 117	Non-Western Art History	GER 111	Elementary German I
COM 110	Intro to Communication	HUM 130	Myth in Human Culture
COM 120	Interpersonal Comm	HUM 160	Introduction to Film
DRA 111	Theatre Appreciation	HUM 211	Humanities I
DRA 112	Literature of the Theatre	HUM 212	Humanities II
DRA 122	Oral Interpretation	MUS 110	Music Appreciation
DRA 211	Theatre History I	MUS 213	Opera and Music Theatre
DRA 212	Theatre History II	PHI 215	Philosophical Issues
ENG 231	American Literature I	REL 211	Intro to Old Testament
ENG 232	American Literature II	REL 212	Intro to New Testament
ENG 241	British Literature I	SPA 111	Elementary Spanish I

# CENTRAL STERILE PROCESSING

## CURRICULUM DESCRIPTION

The Central Sterile Processing curriculum prepares individuals to function in the central service profession with the scientific principles that underlie their daily work.

Students will develop skills necessary to properly disinfect, prepare, process, store, and issue both sterile/nonsterile medical/surgical supplies and equipment for patient care. In addition, students will learn to operate sterilizing units and monitor effectiveness of the sterilization process.

Graduates will be eligible to apply to take the National Institute for the Certification of Healthcare Sterile Processing and Distribution Personnel Examination. Employment opportunities include inpatient/outpatient surgery centers, dialysis units/facilities, and central processing units in hospitals.

Coastal Carolina Community College offers a Diploma. The appropriate course work is listed below.

### DIPLOMA (D45180)

		Hours Per Week			
		Class	Lab	Credit	
<b>SUMMER SEMESTER</b>					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
BIO 170**	Introductory Microbiology	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		13	5	0	15
<b>FALL SEMESTER</b>					
SUR 110	Intro to Surgical Technology (1st 8 weeks)	3	0	0	3
SUR 111	Perioperative Patient Care (1st 8 weeks)	5	6	0	7
CSP 101A*	CSP Clinic I (2nd 8 weeks)	0	0	9	3
SUR 122A*	Surgical Procedures I (2nd 8 weeks)	3	3	0	4
		11	9	9	17
<b>SPRING SEMESTER</b>					
CSP 101B*	CSP Clinic I (1st 8 weeks)	0	0	12	4
SUR 122B*	Surgical Procedures I (1st 8 weeks)	2	0	0	2
CSP 102	CSP Clinic II (2nd 8 weeks)	0	0	12	4
CSP 103	Prof Success Preparation (2nd 8 weeks)	1	0	0	1
SUR 134	Surgical Procedures II (2nd 8 weeks)	5	0	0	5
		8	0	24	16

**Total Semester Hours: 48**

\*Students must complete these courses before transfer credit can be awarded.

### \*\*APPROVED COURSE SUBSTITUTIONS

Required Course	Course Substitution
BIO 170 Introductory Microbiology	BIO 275 Microbiology

# COMPUTER PROGRAMMING

## CURRICULUM DESCRIPTION

The Computer Programming 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate course work is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25130)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
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 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
		13	8	17
<b>SPRING SEMESTER (1st Year)</b>				
CIS 130	Survey of Operating Systems	2	3	3
CIS 152	Database Concepts and Applications	2	2	3
COM 120	Interpersonal Communication	3	0	3
CSC 139	Visual BASIC Programming	2	3	3
NET 110	Data Communications/Networking	2	2	3
		11	10	15
<b>SUMMER SEMESTER (1st Year)</b>				
CIS 145	Operating Systems - Single User	2	2	3
CIS 153	Database Applications	2	2	3
CSC 135	COBOL Programming	2	3	3
CSC 138	RPG Programming	2	3	3
		8	10	12

**FALL SEMESTER (2nd Year)**

CIS 227	Microcomputer Systems Analysis	2	2	3
CSC 134	C++ Programming	2	3	3
CSC 235	Advanced COBOL	2	3	3
CSC 238	Advanced RPG	2	3	3
ENG 114	Professional Research and Reporting	3	0	3
		11	11	15

**SPRING SEMESTER (2nd Year)**

CIS 244	Operating System - AS/400	2	3	3
CIS 288	Systems Project	1	4	3
CSC 148	JAVA Programming	2	3	3
PSY 118	Interpersonal Psychology	3	0	3
	Technical Elective	2	2	3
		10	12	15

**Total Semester Hours: 74**

**Approved Technical Electives**

CIS 170	Tech Support Functions I	CIS 215	Hardware Install/Maint
CIS 172	Introduction to Internet	CIS 217	Computer Training & Support



# COSMETOLOGY

## 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 related businesses.

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

## DIPLOMA (D55140)

	Hours Per Week			
	Class	Lab	Credit	
<b>FALL SEMESTER</b>				
COM 120	Interpersonal Communication	3	0	3
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
		14	24	22
<b>SPRING SEMESTER</b>				
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
<b>SUMMER SEMESTER</b>				
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
COS 250	Computerized Salon Ops	1	0	1
		3	21	10
	<b>Total Semester Hours:</b>			<b>48</b>

# COSMETOLOGY INSTRUCTOR

## 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.

Coastal Carolina Community College offers a Certificate. The appropriate course work is listed below.

## CERTIFICATE (C55160)

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

# CRIMINAL JUSTICE TECHNOLOGY

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate course work is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A55180)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
CIS 110	Introduction to Computers	2	2	3
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
		17	2	18
<b>SPRING SEMESTER (1st Year)</b>				
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
<b>SUMMER SEMESTER (1st Year)</b>				
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

**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
POL 130	State and Local Government	3	0	3
		15	0	15

**SPRING SEMESTER (2nd Year)**

CJC 215	Organization and Administration	3	0	3
CJC 222	Criminalistics	3	0	3
CJC 231	Constitutional Law	3	0	3
CJC 241	Community Based Corrections	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	FRE 111	Elementary French I
ART 114	Art History Survey I	GER 111	Elementary German I
ART 115	Art History Survey II	HUM 130	Myth in Human Culture
ART 116	Survey of American Art	HUM 160	Introduction to Film
ART 117	Non-Western Art History	HUM 211	Humanities I
COM 110	Intro to Communication	HUM 212	Humanities II
COM 231	Public Speaking	MUS 110	Music Appreciation
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 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I

(EVENING)

	Hours Per Week			
	Class	Lab	Credit	
<b>FALL SEMESTER (1st Year)</b>				
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
<b>SPRING SEMESTER (1st Year)</b>				
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
<b>SUMMER SEMESTER (1st Year)</b>				
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
<b>FALL SEMESTER (2nd Year)</b>				
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
<b>SPRING SEMESTER (2nd Year)</b>				
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
<b>SUMMER SEMESTER (2nd Year)</b>				
CJC 215	Organization and Administration	3	0	3
CJC 222	Criminalistics	3	0	3
CJC 231	Constitutional Law	3	0	3
		9	0	9
<b>FALL SEMESTER (3rd Year)</b>				
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
<b>Total Semester Hours:</b>				<b>75</b>

## DENTAL ASSISTING

### 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.

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

#### DIPLOMA (D45240)

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>FALL SEMESTER</b>					
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
<b>SPRING SEMESTER</b>					
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
<b>SUMMER SEMESTER</b>					
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
<b>Total Semester Hours:</b>					<b>47</b>

All functions which are legally delegable to Dental Assistants II in North Carolina are taught to clinical competency with the exception of the following.

1. Adjusting full and partial dentures
2. Removing periodontal dressing
3. Monitoring patients under Nitrous Oxide-Oxygen sedation
4. Placing ligature wire or lock pins
5. Inserting spacer wires or springs

# DENTAL HYGIENE

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

## ASSOCIATE IN APPLIED SCIENCE (A45260)

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>FALL SEMESTER (1st Year)</b>					
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
<b>SPRING SEMESTER (1st Year)</b>					
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
<b>SUMMER SEMESTER (1st Session)</b>					
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
		3	0	6	5

**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
ENG 111	Expository Writing	3	0	0	3
		10	3	15	16

**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/Fine Arts Elective	3	0	0	3
		12	0	12	16

**Total Semester Hours: 72**

**APPROVED HUMANITIES/FINE ARTS ELECTIVES**

ART 111	Art Appreciation	FRE 111	Elementary French I
ART 114	Art History Survey I	GER 111	Elementary German I
ART 115	Art History Survey II	HUM 130	Myth in Human Culture
ART 116	Survey of American Art	HUM 160	Introduction to Film
ART 117	Non-Western Art History	HUM 211	Humanities I
COM 110	Intro to Communication	HUM 212	Humanities II
COM 231	Public Speaking	MUS 110	Music Appreciation
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 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I



## EARLY CHILDHOOD ASSOCIATE

### 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree, a Diploma, and two Certificates. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work for each is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A55220)

FALL SEMESTER (1st Year)	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 111 Expository Writing	3	0	3
	16	2	17
SPRING SEMESTER (1st Year)			
CIS 110 Introduction to Computers	2	2	3
COE 111 Co-op Work Experience I (Early Childhood)	0	10	1
COE 115 Work Experience Seminar I	1	0	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
	12	14	15
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
	12	2	13

**FALL SEMESTER (2nd Year)**

EDU 234	Infants, Toddlers & Twos	3	0	3
EDU 261**	Early Childhood Administration I	2	0	2
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
		14	0	14

**SPRING SEMESTER (2nd Year)**

COE 121	Co-op Work Experience II (Early Childhood)	0	10	1
COE 125	Work Experience Seminar II	1	0	1
	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
		10	10	11
	<b>Total Semester Hours:</b>			<b>70</b>

\*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.

\*\*EDU 235, School-Age Development and Program, is an approved course substitution for EDU 261, Early Childhood Administration I. EDU 235 will be offered in the fall semester.

**EVENING**

		Hours Per Week		
		Class	Lab/Work Experience	Credit
<b>FALL SEMESTER (1st Year)</b>				
EDU 111	Early Childhood Credential I (1st 8 weeks)	2	0	2
EDU 112*	Early Childhood Credential II (2nd 8 weeks)	2	0	2
		4	0	4
<b>SPRING SEMESTER (1st Year)</b>				
EDU 144	Child Development I	3	0	3
EDU 146	Child Guidance	3	0	3
		6	0	6
<b>SUMMER SEMESTER (1st Year)</b>				
EDU 131	Child, Family and Community	3	0	3
EDU 145	Child Development II	3	0	3
		6	0	6
<b>FALL SEMESTER (2nd Year)</b>				
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
		6	2	7
<b>SPRING SEMESTER (2nd Year)</b>				
CIS 110	Introduction to Computers	2	2	3
EDU 151	Creative Activities	3	0	3
EDU 151A	Creative Activities Lab	0	2	1
		5	4	7

**SUMMER SEMESTER (2nd Year)**

EDU 221	Children with Special Needs	3	0	3
ENG 111	Expository Writing	3	0	3
		6	0	6

**FALL SEMESTER (3rd Year)**

EDU 252	Math and Science Activities	3	0	3
EDU 252A	Math and Science Activities Lab	0	2	1
	Humanities/Fine Arts Elective	3	0	3
		6	2	7

**SPRING SEMESTER (3rd Year)**

COE 111	Co-op Work Experience I (Early Childhood)	0	10	1
COE 115	Work Experience Seminar I	1	0	1
COM 120	Interpersonal Communication	3	0	3
		4	10	5

**SUMMER SEMESTER (3rd Year)**

SOC 213	Sociology of the Family	3	0	3
	Professional Business/Management or Professional Fundamentals Elective	3	0	3
		6	0	6

**FALL SEMESTER (4th Year)**

EDU 234	Infants, Toddlers & Twos	3	0	3
EDU 261**	Early Childhood Administration I	2	0	2
		5	0	5

**SPRING SEMESTER (4th Year)**

COE 121	Co-op Work Experience II (Early Childhood)	0	10	1
COE 125	Work Experience Seminar II	1	0	1
MAT 140	Survey of Mathematics	3	0	3
		4	10	5

**SUMMER SEMESTER (4th Year)**

	Professional Business/Management or Professional Fundamentals Elective	3	0	3
	Professional Business/Management or Professional Fundamentals Elective	3	0	3
		6	0	6

**Total Semester Hours: 70**

\*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.

\*\*EDU 235, School-Age Development and Program, is an approved course substitution for EDU 261, Early Childhood Administration I. EDU 235 will be offered in the fall 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	Human Resource Mgt
BUS 230	Small Bus Management
EDU 262	Early Childhood Admin II

**Approved Professional  
Fundamentals Electives:**

PSY 150	General Psychology
PSY 211	Psychology of Adjustment
SOC 210	Introduction to Sociology
SOC 220	Social Problems
SOC 240	Social Psychology

**APPROVED HUMANITIES/FINE ARTS ELECTIVES**

ART 111	Art Appreciation	FRE 111	Elementary French I
ART 114	Art History Survey I	GER 111	Elementary German I
ART 115	Art History Survey II	HUM 130	Myth in Human Culture
ART 116	Survey of American Art	HUM 160	Introduction to Film
ART 117	Non-Western Art History	HUM 211	Humanities I
COM 110	Intro to Communication	HUM 212	Humanities II
COM 231	Public Speaking	MUS 110	Music Appreciation
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 211	Theatre History I	REL 212	Intro to New Testament
DRA 212	Theatre History II	SPA 111	Elementary Spanish I

**DIPLOMA (D55220)**

<b>FALL SEMESTER</b>		<b>Hours Per Week</b>		
		<b>Class</b>	<b>Lab/Work</b>	<b>Credit Experience</b>
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 102	Applied Communications II	3	0	3
		16	2	17
<b>SPRING SEMESTER</b>				
CIS 110	Introduction to Computers	2	2	3
COE 111	Co-op Work Experience I (Early Childhood)	0	10	1
COE 115	Work Experience Seminar I	1	0	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
		12	14	15

**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
	12	2	13
<b>Total Semester Hours:</b>			<b>45</b>

\*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.

**EVENING**

<b>FALL SEMESTER (1st Year)</b>	<b>Hours Per Week</b>		
	<b>Class</b>	<b>Lab/Work Experience</b>	<b>Credit</b>
EDU 111 Early Childhood Credential I (1st 8 weeks)	2	0	2
EDU 112* Early Childhood Credential II (2nd 8 weeks)	2	0	2
	4	0	4
<b>SPRING SEMESTER (1st Year)</b>			
EDU 144 Child Development I	3	0	3
EDU 146 Child Guidance	3	0	3
	6	0	6
<b>SUMMER SEMESTER (1st Year)</b>			
EDU 131 Child, Family and Community	3	0	3
EDU 145 Child Development II	3	0	3
	6	0	6
<b>FALL SEMESTER (2nd Year)</b>			
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
	6	2	7
<b>SPRING SEMESTER (2nd Year)</b>			
CIS 110 Introduction to Computers	2	2	3
EDU 151 Creative Activities	3	0	3
EDU 151A Creative Activities Lab	0	2	1
	5	4	7
<b>SUMMER SEMESTER (2nd Year)</b>			
EDU 221 Children with Special Needs	3	0	3
ENG 102 Applied Communications II	3	0	3
	6	0	6
<b>FALL SEMESTER (3rd Year)</b>			
EDU 252 Math and Science Activities	3	0	3
EDU 252A Math and Science Activities Lab	0	2	1
	3	2	4
<b>SPRING SEMESTER (3rd Year)</b>			
COE 111 Co-op Work Experience I (Early Childhood)	0	10	1
COE 115 Work Experience Seminar I	1	0	1
COM 120 Interpersonal Communication	3	0	3
	4	10	5
<b>Total Semester Hours:</b>			<b>45</b>

\*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.

**CERTIFICATE (C55220)**

<b>FALL SEMESTER</b>	<b>Hours Per Week</b>		
	<b>Class</b>	<b>Lab/Work Experience</b>	<b>Credit</b>
EDU 111 Early Childhood Credential I (1st 8 weeks)	2	0	2
EDU 112* Early Childhood Credential II (2nd 8 weeks)	2	0	2
	4	0	4
<b>SPRING SEMESTER</b>			
EDU 144 Child Development I	3	0	3
EDU 146 Child Guidance	3	0	3
	6	0	6
<b>SUMMER SEMESTER</b>			
EDU 131 Child, Family and Community	3	0	3
EDU 145 Child Development II	3	0	3
	6	0	6
<b>Total Semester Hours:</b>			<b>16</b>

\*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.

**EARLY CHILDHOOD ASSOCIATE ADMINISTRATION  
CERTIFICATE (C55220A)**

<b>FIRST SUMMER SEMESTER</b>	<b>Hours Per Week</b>		
	<b>Class</b>	<b>Lab/Work Experience</b>	<b>Credit</b>
EDU 261**Early Childhood Administration I	2	0	2
	2	0	2
<b>FALL SEMESTER</b>			
EDU 262 Early Childhood Administration II	3	0	3
	3	0	3
<b>SPRING SEMESTER</b>			
EDU 144 Child Development I	3	0	3
EDU 146 Child Guidance	3	0	3
	6	0	6
<b>SECOND SUMMER SEMESTER</b>			
EDU 131 Child, Family and Community	3	0	3
EDU 145 Child Development II	3	0	3
	6	0	6
<b>Total Semester Hours:</b>			<b>17</b>

\*\*EDU 235, School-Age Development and Program, is an approved course substitution for EDU 261, Early Childhood Administration I. EDU 235 will be offered in the fall semester.

# ELECTRICAL/ELECTRONICS TECHNOLOGY

## 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.

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

### DIPLOMA (D35220)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER</b>				
BPR 130	Blueprint Reading/Construction	1	2	2
ELC 112	DC/AC Electricity	3	6	5
ELC 113	Basic Wiring I	2	6	4
ISC 115	Construction Safety	2	0	2
MAT 101	Applied Mathematics I	2	2	3
		10	16	16
<b>SPRING SEMESTER</b>				
CIS 111	Basic PC Literacy	1	2	2
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 135	Electrical Machines I	2	2	3
ENG 102	Applied Communications II	3	0	3
		11	18	18
<b>SUMMER SEMESTER</b>				
ELC 115	Industrial Wiring	2	6	4
ELC 119	NEC Calculations	1	2	2
ELC 121	Electrical Estimating	1	2	2
ELC 125	Diagrams and Schematics	1	2	2
		5	12	10
<b>Total Semester Hours:</b>				<b>44</b>

# ELECTRONIC SERVICING TECHNOLOGY

## 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.

Coastal Carolina Community College offers a Diploma and Certificate. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work for each is listed below.

### DIPLOMA (D50120)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER</b>				
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
<b>SPRING SEMESTER</b>				
ELN 140	Semiconductor Devices	4	6	6
ELN 241	Consumer Electronics	4	6	6
ELN 244	Computer Repair	3	6	5
		11	18	17
<b>SUMMER SEMESTER</b>				
CIS 111	Basic PC Literacy	1	2	2
ELN 142	Video Systems	7	9	10
		8	11	12
<b>Total Semester Hours:</b>				<b>48</b>



## CERTIFICATE (C50120)

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

# EMERGENCY MEDICAL SCIENCE

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

## ASSOCIATE IN APPLIED SCIENCE (A45340)

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>FALL SEMESTER (1st Year)</b>					
BIO 168	Anatomy and Physiology I	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
EMS 110	EMT-Basic	4	6	0	6
EMS 111	Prehospital Environment	2	2	0	3
EMS 150	Emergency Vehicles & EMS Comm	1	3	0	2
		12	16	0	18
<b>SPRING SEMESTER (1st Year)</b>					
BIO 169	Anatomy and Physiology II	3	3	0	4
EMS 120	Intermediate Interventions	2	3	0	3
EMS 121	Clinical Practicum I	0	0	6	2
EMS 130	Pharmacology I for EMS	1	3	0	2
EMS 131	Advanced Airway Management	1	2	0	2
EMS 140	Rescue Scene Management	1	6	0	3
		8	17	6	16
<b>SUMMER SEMESTER (1st Year)</b>					
EMS 210	Advanced Patient Assessment	1	3	0	2
EMS 220	Cardiology	2	6	0	4
EMS 221	Clinical Practicum II	0	0	9	3
		3	9	9	9

**FALL SEMESTER (2nd Year)**

EMS 231	Clinical Practicum III	0	0	9	3
EMS 235	EMS Management	2	0	0	2
EMS 250	Advanced Medical Emergencies	2	3	0	3
EMS 260	Advanced Trauma Emergencies	1	3	0	2
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		14	6	9	19

**SPRING SEMESTER (2nd Year)**

EMS 240	Special Needs Patients	1	3	0	2
EMS 241	Clinical Practicum IV	0	0	9	3
EMS 270	Life Span Emergencies	2	2	0	3
EMS 285	EMS Capstone	1	3	0	2
ENG 114	Professional Research and Reporting	3	0	0	3
		7	8	9	13

**Total Semester Hours:****75****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 261	World Literature I
ART 116	Survey of American Art	ENG 262	World Literature II
ART 117	Non-Western Art History	FRE 111	Elementary French I
COM 110	Intro to Communication	GER 111	Elementary German I
COM 120	Interpersonal Comm	HUM 130	Myth in Human Culture
COM 231	Public Speaking	HUM 160	Introduction to Film
DRA 111	Theatre Appreciation	HUM 211	Humanities I
DRA 112	Literature of the Theatre	HUM 212	Humanities II
DRA 122	Oral Interpretation	MUS 110	Music Appreciation
DRA 211	Theatre History I	MUS 213	Opera and Music Theatre
DRA 212	Theatre History II	PHI 215	Philosophical Issues
ENG 231	American Literature I	REL 211	Intro to Old Testament
ENG 232	American Literature II	REL 212	Intro to New Testament
		SPA 111	Elementary Spanish I

## EMERGENCY MEDICAL SCIENCE - BRIDGING

The Emergency Medical Science Bridging program was developed to allow currently certified, non-degree EMT-Paramedics to earn a two-year Associate of Applied Science Degree in Emergency Medical Science. A total of forty-five (45) transfer hours will be awarded. Admission requirements must be met prior to matriculation.

### ASSOCIATE IN APPLIED SCIENCE (A45340)

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>FALL SEMESTER</b>					
BIO 168	Anatomy and Physiology I	3	3	0	4
CIS 111	Basic PC Literacy	1	2	0	2
EMS 280	EMS Bridging Course	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		12	7	0	15
<b>SPRING SEMESTER</b>					
BIO 169	Anatomy and Physiology II	3	3	0	4
EMS 140	Rescue Scene Management	1	6	0	3
EMS 235	EMS Management	2	0	0	2
ENG 114	Professional Research and Reporting	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		12	9	0	15
<b>Semester Hours:</b>					<b>30</b>
<b>Transfer Hours:</b>					<b>45</b>
<b>Total Semester Hours:</b>					<b>75</b>

# FIRE PROTECTION TECHNOLOGY

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree, a Diploma, and a Certificate. The appropriate course work for each is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A55240)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
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
<b>SPRING SEMESTER (1st Year)</b>				
ENG 114	Professional Research and Reporting	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
	Humanities/Fine Arts Elective	3	0	3
		15	4	17
<b>SUMMER SEMESTER (1st Year)</b>				
FIP 128	Detection and Investigation	3	0	3
FIP 152	Fire Protection Law	2	0	2
FIP 220	Fire Fighting Strategies	3	0	3
FIP 236	Emergency Management	2	0	2
FIP 252	Apparatus Specification and Purchase	2	0	2
		12	0	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
PHY 121	Applied Physics I	3	2	4
		13	4	15

**SPRING SEMESTER (2nd Year)**

CHM 121	Foundations of Chemistry	3	0	3
CHM 121A	Foundations of Chemistry Lab	0	2	1
FIP 144	Sprinklers and Auto Alarms	2	2	3
FIP 224	Instructional Methodology	4	0	4
FIP 240	Fire Service Supervision	2	0	2
FIP 260	Fire Protection Planning	3	0	3
		14	4	16

**Total Semester Hours: 75**

**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 261	World Literature I
ART 116	Survey of American Art	ENG 262	World Literature II
ART 117	Non-Western Art History	FRE 111	Elementary French I
COM 110	Intro to Communication	GER 111	Elementary German I
COM 120	Interpersonal Comm	HUM 130	Myth in Human Culture
COM 231	Public Speaking	HUM 160	Introduction to Film
DRA 111	Theatre Appreciation	HUM 211	Humanities I
DRA 112	Literature of the Theatre	HUM 212	Humanities II
DRA 122	Oral Interpretation	MUS 110	Music Appreciation
DRA 211	Theatre History I	MUS 213	Opera and Music Theatre
DRA 212	Theatre History II	PHI 215	Philosophical Issues
ENG 231	American Literature I	REL 211	Intro to Old Testament
ENG 232	American Literature II	REL 212	Intro to New Testament
		SPA 111	Elementary Spanish I

**DIPLOMA (D55240)**

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
CIS 111	Basic PC Literacy	1	2	2
FIP 120	Introduction to Fire Protection	2	0	2
FIP 124	Fire Prevention and Public Education	3	0	3
		6	2	7
<b>SPRING SEMESTER (1st Year)</b>				
FIP 140	Industrial Fire Protection	2	0	2
FIP 164	OSHA Standards	2	0	2
MAT 115	Mathematical Models	2	2	3
		6	2	7

**SUMMER SEMESTER (1st Year)**

FIP 152	Fire Protection Law	2	0	2
FIP 240	Fire Service Supervision	2	0	2
		4	0	4

**FALL SEMESTER (2nd Year)**

FIP 128	Detection and Investigation	3	0	3
FIP 136	Inspections and Codes	3	0	3
FIP 230	Chemistry of Hazardous Materials I	5	0	5
		11	0	11

**SPRING SEMESTER (2nd Year)**

ENG 111	Expository Writing	3	0	3
FIP 220	Fire Fighting Strategies	3	0	3
FIP 236	Emergency Management	2	0	2
		8	0	8

**Total Semester Hours: 37**

**CERTIFICATE (C55240)**

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER</b>				
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
<b>SPRING SEMESTER</b>				
FIP 140	Industrial Fire Protection	2	0	2
FIP 164	OSHA Standards	2	0	2
FIP 220	Fire Fighting Strategies	3	0	3
		7	0	7

**Total Semester Hours: 15**

# HEAVY EQUIPMENT AND TRANSPORT TECHNOLOGY

## CURRICULUM DESCRIPTION

The Heavy Equipment and Transport 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.

Coastal Carolina Community College offers a Diploma and a Certificate. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work for each is listed below.

## DIPLOMA (D60240)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER</b>				
HET 110	Diesel Engines	3	9	6
HET 112	Diesel Electrical Systems	3	6	5
HET 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
<b>SPRING SEMESTER</b>				
CIS 111	Basic PC Literacy	1	2	2
ENG 102	Applied Communication II	3	0	3
HET 115	Electronic Engines	2	3	3
HET 119	Mechanical Transmission	2	2	3
HET 125	Preventative Maintenance	1	3	2
HET 126	Preventative Maintenance Lab	0	3	1
HET 128	Medium Heavy Duty Tune-up	1	2	2
WLD 112	Basic Welding Processes	1	3	2
		11	18	18
<b>SUMMER SEMESTER</b>				
HET 116	Air Conditioning/Diesel Equipment	1	2	2
HET 191	Selected Topics in Diesel	0	3	1
HET 231	Medium/Heavy Duty Brake System	1	3	2
HET 232	Medium/Heavy Duty Brake System Lab	0	3	1
HET 233	Suspension and Steering	2	4	4
		4	15	10
<b>Total Semester Hours:</b>				<b>45</b>



## CERTIFICATE (C60240)

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

# INFORMATION SYSTEMS

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree and a Diploma. The appropriate course work for each is listed below.

## ASSOCIATE IN APPLIED SCIENCE (A25260)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
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 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
		13	8	17
<b>SPRING SEMESTER (1st Year)</b>				
CIS 130	Survey of Operating Systems	2	3	3
CIS 152	Database Concepts and Applications	2	2	3
COM 120	Interpersonal Communication	3	0	3
CSC 139	Visual BASIC Programming	2	3	3
NET 110	Data Communications/Networking	2	2	3
		11	10	15
<b>SUMMER SEMESTER (1st Year)</b>				
CIS 145	Operating Systems - Single User	2	2	3
CIS 153	Database Applications	2	2	3
CIS 172	Introduction to the Internet	2	3	3
NET 120	Network Installation and Administration I	2	2	3
		8	9	12

**FALL SEMESTER (2nd Year)**

CIS 160	MM Resources Integration	2	2	3
CIS 215	Hardware Installation/Maintenance	2	3	3
CIS 227	Microcomputer Systems Analysis	2	2	3
NET 220	Network Installation/Administration II	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
		11	9	15

**SPRING SEMESTER (2nd Year)**

CIS 217	Computer Training and Support	2	2	3
CIS 288	Systems Project	1	4	3
ENG 114	Professional Research and Reporting	3	0	3
ITN 140	Web Development Tools	2	2	3
	Technical Elective	2	2	3
		10	10	15

**Total Semester Hours: 74**

**Approved Technical Electives**

CIS 120	Spreadsheet I	CIS 244	Operating System - AS/400
CIS 170	Tech Support Functions I	CSC 134	C++ Programming

**DIPLOMA (D25260)  
(EVENING)**

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	2	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
		7	6	10
<b>SPRING SEMESTER (1st Year)</b>				
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
		6	7	9
<b>SUMMER SEMESTER (2nd Year)</b>				
CIS 145	Operating Systems - Single User	2	2	3
ENG 111	Expository Writing	3	0	3
NET 120	Network Installation/Administration I	2	2	3
		7	4	9
<b>FALL SEMESTER (2nd Year)</b>				
CIS 153	Database Applications	2	2	3
CIS 215	Hardware Installation/Maintenance	2	3	3
NET 220	Network Install/Admin II	2	2	3
		6	7	9

**SPRING SEMESTER (2nd Year)**

ACC 120	Principles of Accounting I	3	2	4
ITN 140	Web Development Tools	2	2	3
	Technical Elective	2	2	3
		7	6	10

**Total Semester Hours: 47**

**Approved Technical Electives**

CIS 120	Spreadsheet I	CIS 172	Introduction to the Internet
CIS 170	Tech Support Functions I		

# INFORMATION SYSTEMS/ NETWORK ADMINISTRATION AND SUPPORT

## CURRICULUM DESCRIPTION

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, network control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams which can result in industry-recognized credentials.

Coastal Carolina Community College offers an Associate in Applied Science Degree and a Diploma. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work for each is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A2526D)

		<b>Hours Per Week</b>		
		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
<b>FALL SEMESTER (1st Year)</b>				
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 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
		13	8	17
<b>SPRING SEMESTER (1st Year)</b>				
CIS 130	Survey of Operating Systems	2	3	3
CIS 152	Database Concepts and Applications	2	2	3
COM 120	Interpersonal Communication	3	0	3
CSC 139	Visual BASIC Programming	2	3	3
NET 110	Data Communications/Networking	2	2	3
		11	10	15
<b>SUMMER SEMESTER (1st Year)</b>				
CIS 147	Operating System-Windows	2	2	3
CIS 174	Network System Manager I	2	2	3
CIS 215	Hardware Installation/Maintenance	2	3	3
NET 120	Network Installation and Administration I	2	2	3
		8	9	12

**FALL SEMESTER (2nd Year)**

CIS 175	Network Management I	2	2	3
CIS 226	Trends in Technology	1	2	2
CIS 227	Microcomputer Systems Analysis	2	2	3
CIS 274	Network System Manager II	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
	Technical Elective	2	2	3
		12	10	17

**SPRING SEMESTER (2nd Year)**

CIS 275	Network Management II	2	2	3
CIS 282	Network Technology	3	0	3
CIS 287	Network Support	2	2	3
ENG 114	Professional Research and Reporting	3	0	3
	Technical Elective	2	2	3
		12	6	15

**Total Semester Hours: 76**

**Approved Technical Electives**

CIS 172	Introduction to Internet	NET 125	Routing and Switching I
CSC 148	Java Programming	NET 126	Routing and Switching II
ITN 140	Web Development Tools	NET 220	Network Install Admin II

**DIPLOMA (D2526D)  
(EVENING)**

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	2	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
		7	6	10
<b>SPRING SEMESTER (1st Year)</b>				
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
		6	7	9
<b>SUMMER SEMESTER (1st Year)</b>				
CIS 147	Operating System-Windows	2	2	3
CIS 174	Network System Manager I	2	2	3
ENG 111	Expository Writing	3	0	3
		7	4	9
<b>FALL SEMESTER (2nd Year)</b>				
CIS 175	Network Management I	2	2	3
CIS 215	Hardware Installation/Maintenance	2	3	3
CIS 274	Network System Manager II	2	2	3
		6	7	9

**SPRING SEMESTER (2nd Year)**

ACC 120	Principles of Accounting I	3	2	4
CIS 275	Network Management II	2	2	3
CIS 282	Network Technology	3	0	3
		8	4	10
	<b>Total Semester Hours:</b>			<b>47</b>

## MANICURING INSTRUCTOR

### CURRICULUM DESCRIPTION

The Manicuring Instructor curriculum provides a course of study covering 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 laboratory 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.

Coastal Carolina Community College offers a Certificate. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

### CERTIFICATE (C55380)

		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
<b>Total Semester Hours:</b>				<b>13</b>



# MANICURING/NAIL TECHNOLOGY

## 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.

Coastal Carolina Community College offers a Certificate. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

### CERTIFICATE (C55400)

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

# MEDICAL LABORATORY TECHNOLOGY

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

## ASSOCIATE IN APPLIED SCIENCE (A45420)

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>FALL SEMESTER (1st Year)</b>					
BIO 140	Environmental Biology	3	0	0	3
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
MLT 110	Introduction to MLT	2	3	0	3
MLT 130	Clinical Chemistry I	3	3	0	4
MLT 140	Introduction to Microbiology	2	3	0	3
		16	11	0	20
<b>SPRING SEMESTER (1st Year)</b>					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 114	Professional Research and Reporting	3	0	0	3
MLT 120	Hematology/Hemostasis I	3	3	0	4
MLT 125	Immunohematology I	4	3	0	5
MLT 240	Special Clinical Microbiology	2	3	0	3
		16	11	0	20
<b>SUMMER SEMESTER (Full Session)</b>					
CIS 111	Basic PC Literacy	1	2	0	2
		1	2	0	2
<b>SUMMER SEMESTER (1st Session)</b>					
MLT 111	Urinalysis and Body Fluids	1	3	0	2
MLT 115	Laboratory Calculations	2	0	0	2
		3	3	0	4

**SUMMER SEMESTER (2nd Session)**

PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		6	0	0	6

**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 241	British Literature I
ART 114	Art History Survey I	ENG 242	British Literature II
ART 115	Art History Survey II	ENG 261	World Literature I
ART 116	Survey of American Art	ENG 262	World Literature II
ART 117	Non-Western Art History	FRE 111	Elementary French I
COM 110	Intro to Communication	GER 111	Elementary German I
COM 120	Interpersonal Comm	HUM 130	Myth in Human Culture
COM 231	Public Speaking	HUM 160	Introduction to Film
DRA 111	Theatre Appreciation	HUM 211	Humanities I
DRA 112	Literature of the Theatre	HUM 212	Humanities II
DRA 122	Oral Interpretation	MUS 110	Music Appreciation
DRA 211	Theatre History I	MUS 213	Opera and Music Theatre
DRA 212	Theatre History II	PHI 215	Philosophical Issues
ENG 231	American Literature I	REL 211	Intro to Old Testament
ENG 232	American Literature II	REL 212	Intro to New Testament
		SPA 111	Elementary Spanish I

# MEDICAL OFFICE ADMINISTRATION

## CURRICULUM DESCRIPTION

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

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

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

Coastal Carolina Community College offers an Associate in Applied Science Degree and a Certificate. The appropriate course work for each is listed below.

## ASSOCIATE IN APPLIED SCIENCE (A25310)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 131	Keyboarding	1	2	2
OST 137	Office Software Applications	1	2	2
OST 164	Text Editing Applications	3	0	3
OST 184	Records Management	1	2	2
		11	8	15
<b>SPRING SEMESTER (1st Year)</b>				
ENG 114	Professional Research and Reporting	3	0	3
OST 134	Text Entry and Formatting	2	2	3
OST 136	Word Processing	1	2	2
OST 141	Medical Terminology I-Medical Office	3	0	3
OST 149	Medical Legal Issues	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		15	4	17
<b>FALL SEMESTER (2nd Year)</b>				
CIS 154	Database Utilization	1	2	2
OST 142	Medical Terminology II-Medical Office	3	0	3
OST 148	Medical Coding Billing & Insurance	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
		13	6	16

**SPRING SEMESTER (2nd Year)**

ACC 115	College Accounting	3	2	4
OST 233	Office Publications Design	2	2	3
OST 243	Medical Office Simulation	2	2	3
OST 248	Diagnostic Coding	1	2	2
OST 286	Professional Development	3	0	3
OST 289	Office Systems Management	2	2	3
		13	10	18

**Total Semester Hours: 66**

**APPROVED HUMANITIES/FINE ARTS ELECTIVES**

ART 111	Art Appreciation	ENG 242	British Literature II
ART 114	Art History Survey I	ENG 261	World Literature I
ART 115	Art History Survey II	ENG 262	World Literature II
ART 116	Survey of American Art	FRE 111	Elementary French I
ART 117	Non-Western Art History	GER 111	Elementary German I
COM 110	Intro to Communication	HUM 130	Myth in Human Culture
COM 120	Interpersonal Comm	HUM 160	Introduction to Film
COM 231	Public Speaking	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	MUS 110	Music Appreciation
DRA 122	Oral Interpretation	MUS 213	Opera and Music Theatre
DRA 211	Theatre History I	PHI 215	Philosophical Issues
DRA 212	Theatre History II	REL 211	Intro to Old Testament
ENG 231	American Literature I	REL 212	Intro to New Testament
ENG 232	American Literature II	SPA 111	Elementary Spanish I
ENG 241	British Literature I		

**CERTIFICATE (C25310)**

		Hours Per Week		
<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
OST 131	Keyboarding	1	2	2
OST 141	Medical Terminology I-Medical Office	3	0	3
		4	2	5
<b>SPRING SEMESTER</b>				
OST 136	Word Processing	1	2	2
OST 142	Medical Terminology II-Medical Office	3	0	3
		4	2	5
<b>SUMMER SEMESTER</b>				
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**

# NURSING ASSISTANT

## 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 doctors' offices.

Coastal Carolina Community College offers a Certificate. The appropriate course work is listed below.

### CERTIFICATE (C45480)

		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
		<b>Total Semester Hours:</b>			<b>15</b>

# OFFICE SYSTEMS TECHNOLOGY

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate course work is listed below.

## ASSOCIATE IN APPLIED SCIENCE (A25360)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>				
BUS 115	Business Law I	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 131	Keyboarding	1	2	2
OST 137	Office Software Applications	1	2	2
OST 184	Records Management	1	2	2
		11	8	15
<b>SPRING SEMESTER (1st Year)</b>				
ENG 114	Professional Research and Reporting	3	0	3
OST 134	Text Entry and Formatting	2	2	3
OST 136	Word Processing	1	2	2
OST 162	Executive Terminology	3	0	3
OST 164	Text Editing Applications	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
		15	4	17
<b>FALL SEMESTER (2nd Year)</b>				
CIS 120	Spreadsheet I	2	2	3
CIS 154	Database Utilization	1	2	2
OST 135	Advanced Text Entry & Format	3	2	4
OST 223	Machine Transcription I	1	2	2
OST 236	Advanced Word/Information Processing	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		12	10	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	3	0	3
OST 289	Office Systems Management	2	2	3
		14	8	18

**Total Semester Hours: 67**

**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 261	World Literature I
ART 116	Survey of American Art	ENG 262	World Literature II
ART 117	Non-Western Art History	FRE 111	Elementary French I
COM 110	Intro to Communication	GER 111	Elementary German I
COM 120	Interpersonal Comm	HUM 130	Myth in Human Culture
COM 231	Public Speaking	HUM 160	Introduction to Film
DRA 111	Theatre Appreciation	HUM 211	Humanities I
DRA 112	Literature of the Theatre	HUM 212	Humanities II
DRA 122	Oral Interpretation	MUS 110	Music Appreciation
DRA 211	Theatre History I	MUS 213	Opera and Music Theatre
DRA 212	Theatre History II	PHI 215	Philosophical Issues
ENG 231	American Literature I	REL 211	Intro to Old Testament
ENG 232	American Literature II	REL 212	Intro to New Testament
		SPA 111	Elementary Spanish I



# PARALEGAL TECHNOLOGY

## 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate course work is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25380)

	Hours Per Week		
	Class	Lab	Credit
<b>FALL SEMESTER (1st Year)</b>			
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	3	0	3
LEX 140 Civil Litigation I	3	0	3
LEX 160 Criminal Law and Procedure	2	2	3
	15	4	17
<b>SPRING SEMESTER (1st Year)</b>			
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 I	2	2	3
	13	8	17
<b>FALL SEMESTER (2nd Year)</b>			
LEX 210 Real Property I	3	0	3
LEX 220 Corporate Law	2	0	2
LEX 240 Family Law	3	0	3
LEX 250 Wills, Estates, and Trusts I	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
	18	2	19

**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	
<b>SUMMER SEMESTER (2nd Year)</b>					
COE 111	Co-op Work Experience I (Paralegal)	0	0	10	1

**Total Semester Hours: 71**

**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 261	World Literature I
ART 116	Survey of American Art	ENG 262	World Literature II
ART 117	Non-Western Art History	FRE 111	Elementary French I
COM 110	Intro to Communication	GER 111	Elementary German I
COM 120	Interpersonal Comm	HUM 130	Myth in Human Culture
COM 231	Public Speaking	HUM 160	Introduction to Film
DRA 111	Theatre Appreciation	HUM 211	Humanities I
DRA 112	Literature of the Theatre	HUM 212	Humanities II
DRA 122	Oral Interpretation	MUS 110	Music Appreciation
DRA 211	Theatre History I	MUS 213	Opera and Music Theatre
DRA 212	Theatre History II	PHI 215	Philosophical Issues
ENG 231	American Literature I	REL 211	Intro to Old Testament
ENG 232	American Literature II	REL 212	Intro to New Testament
		SPA 111	Elementary Spanish I

# PRACTICAL NURSING

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

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work is listed below.

### DIPLOMA (D45660)

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>SUMMER SEMESTER</b>					
BIO 106	Introduction to Anat/Phys/Micro	2	2	0	3
CIS 111*	Basic PC Literacy	1	2	0	2
ENG 101*	Applied Communications I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		9	4	0	11
<b>FALL SEMESTER</b>					
NUR 101	Practical Nursing I (10 weeks)	7	6	6	11
NUR 102A**	Practical Nursing II (6 weeks)	4	0	6	6
NUR 118	Nutrition/Diet Therapy	2	0	0	2
		13	6	12	19
<b>SPRING SEMESTER</b>					
NUR 102B**	Practical Nursing II (6 weeks)	4	0	6	6
NUR 103	Practical Nursing III (10 weeks)	6	0	12	10
		10	0	18	16
<b>Total Semester Hours:</b>					<b>46</b>

### \*APPROVED COURSE SUBSTITUTIONS

Required Course		Course Substitution	
CIS 111	Basic PC Literacy	CIS 110	Introduction to Computers
ENG 101	Applied Communications I	ENG 111	Expository Writing

\*\*Students must complete both NUR 102A and NUR 102B before transfer credit can be awarded.

## SURGICAL TECHNOLOGY

### 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree and a Diploma. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work for each is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A45740)

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>SUMMER SEMESTER (1st Year)</b>					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
BIO 170**	Introductory Microbiology	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		13	5	0	15
<b>FALL SEMESTER (1st Year)</b>					
SUR 110	Intro to Surgical Technology (1st 8 weeks)	3	0	0	3
SUR 111	Perioperative Patient Care (1st 8 weeks)	5	6	0	7
SUR 122A*	Surgical Procedures I (2nd 8 weeks)	3	3	0	4
SUR 123A*	SUR Clinical Practice I (2nd 8 weeks)	0	0	9	3
		11	9	9	17
<b>SPRING SEMESTER (1st Year)</b>					
SUR 122B*	Surgical Procedures I (1st 8 weeks)	2	0	0	2
SUR 123B*	SUR Clinical Practice I (1st 8 weeks)	0	0	12	4
SUR 134	Surgical Procedures II (2nd 8 weeks)	5	0	0	5
SUR 135	SUR Clinical Practice II (2nd 8 weeks)	0	0	12	4
SUR 137	Prof Success Preparation(2nd 8 weeks)	1	0	0	1
		8	0	24	16
*Students must complete these courses before transfer credit can be awarded.					
<b>FALL SEMESTER (2nd Year)</b>					
CIS 111	Basic PC Literacy	1	2	0	2
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
ECO 151	Survey of Economics	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
	Humanities Elective	3	0	0	3
		11	2	10	13

**SPRING SEMESTER (2nd Year)**

BUS 135	Principles of Supervision	3	0	0	3
COM 120**	Interpersonal Communication	3	0	0	3
SOC 240	Social Psychology	3	0	0	3
SUR 210	Advanced SUR Clinical Practice	0	0	6	2
SUR 211	Advanced Theoretical Concepts	2	0	0	2
		11	0	6	13

**Total Semester Hours: 74**

**\*\*APPROVED COURSE SUBSTITUTIONS**

Required Course	Course Substitution
BIO 170 Introductory Microbiology	BIO 275 Microbiology
COM 120 Interpersonal Comm	COM 231 Public Speaking

**APPROVED HUMANITIES ELECTIVES**

COM 110 Intro to Communication	GER 111 Elementary German I
COM 231 Public Speaking	HUM 130 Myth in Human Culture
ENG 231 American Literature I	HUM 160 Introduction to Film
ENG 232 American Literature II	HUM 211 Humanities I
ENG 241 British Literature I	HUM 212 Humanities II
ENG 242 British Literature II	PHI 215 Philosophical Issues
ENG 261 World Literature I	REL 211 Intro to Old Testament
ENG 262 World Literature II	REL 212 Intro to New Testament
FRE 111 Elementary French I	SPA 111 Elementary Spanish I

**DIPLOMA (D45740)**

	Hours Per Week			
	Class	Lab	Clinic	Credit
<b>SUMMER SEMESTER</b>				
BIO 163 Basic Anatomy and Physiology	4	2	0	5
BIO 170 Introductory Microbiology	3	3	0	4
ENG 111 Expository Writing	3	0	0	3
PSY 150 General Psychology	3	0	0	3
	13	5	0	15
<b>FALL SEMESTER</b>				
SUR 110 Intro to Surgical Technology (1st 8 weeks)	3	0	0	3
SUR 111 Perioperative Patient Care (1st 8 weeks)	5	6	0	7
SUR 122A*Surgical Procedures I (2nd 8 weeks)	3	3	0	4
SUR 123A*SUR Clinical Practice I (2nd 8 weeks)	0	0	9	3
	11	9	9	17
<b>SPRING SEMESTER</b>				
SUR 122B*Surgical Procedures I (1st 8 weeks)	2	0	0	2
SUR 123B*SUR Clinical Practice I (1st 8 weeks)	0	0	12	4
SUR 134 Surgical Procedures II (2nd 8 weeks)	5	0	0	5
SUR 135 SUR Clinical Practice II (2nd 8 weeks)	0	0	12	4
SUR 137 Prof Success Preparation (2nd 8 weeks)	1	0	0	1
	8	0	24	16

**Total Semester Hours: 48**

\*Students must complete these courses before transfer credit can be awarded.

# WELDING TECHNOLOGY

## 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.

Coastal Carolina Community College offers a Diploma and three Certificates. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate course work for each is listed below.

### DIPLOMA (D50420)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER</b>				
CIS 111	Basic PC Literacy	1	2	2
ISC 110	Workplace Safety	1	0	1
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
<b>SPRING SEMESTER</b>				
COE 110	World of Work	1	0	1
ENG 102	Applied Communications II	3	0	3
MAT 101	Applied Mathematics I	2	2	3
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
		11	19	18
<b>SUMMER SEMESTER</b>				
WLD 215	SMAW (Stick) Pipe	1	9	4
WLD 261	Certification Practices	1	3	2
WLD 262	Inspection and Testing	2	2	3
		4	14	9
<b>Total Semester Hours:</b>				<b>41</b>

**STRUCTURAL WELDER CERTIFICATE  
(C50420-A)**

		Hours Per Week		
<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ISC 110	Workplace Safety	1	0	1
WLD 110	Cutting Processes	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
		6	18	12
<b>Total Semester Hours:</b>				<b>12</b>

**COMBINATION WELDER CERTIFICATE  
(C50420-B)**

<b>SPRING SEMESTER</b>				
COE 110	World of Work	1	0	1
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
		6	17	12
<b>Total Semester Hours:</b>				<b>12</b>

*Combination Welder Certificate is intended for individuals who have completed the Structural Welder Certificate.*

**CERTIFIED WELDER CERTIFICATE  
(C50420-C)**

<b>FALL SEMESTER</b>				
WLD 115	SMAW (Stick) Plate	2	9	5
		2	9	5
<b>SPRING SEMESTER</b>				
WLD 116	SMAW (Stick) Plate/Pipe	1	9	4
		1	9	4
<b>SUMMER SEMESTER</b>				
WLD 215	SMAW (Stick) Pipe	1	9	4
WLD 261	Certification Practices	1	3	2
WLD 262	Inspection and Testing	2	2	3
		4	14	9
<b>Total Semester Hours:</b>				<b>18</b>

## **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 division of continuing education provides courses which upgrade the occupational skills and knowledge of individuals at all levels of labor and management, offers services to small businesses, and develops 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 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. CEUs 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; however, preregistration by phone is required. Occasionally, prepayment is required for some courses. Announcements concerning dates, times, locations of classes, and registration information are available in the continuing education office.

**Fees:** Continuing education fees are determined by the North Carolina General Assembly as follows: occupational courses - \$50.00-\$65.00; community service fee varies; adult basic education, adult high school and GED-no cost. 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.

**Occupational Course Repeat Policy:** North Carolina legislation states that a student enrolling in the same occupational extension course more than twice within a five-year period will pay the full student cost of the course per scheduled hour or the current state fee, whichever is higher. This provision is waived if course repetition is required for certification, licensure, or recertification. For example, fire, rescue, or law enforcement personnel may repeat courses which are required by certification or licensing provisions and are directly job-related.

### **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 for 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 the citizens of Onslow County. All books and materials are provided free of charge.

**GENERAL EDUCATIONAL DEVELOPMENT PROGRAM (GED):** The General Educational Development Program 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 so-

cial 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 academic studies center. Classes are offered day and evening and 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 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 academic studies center.

**ENGLISH AS A SECOND LANGUAGE (ESL):** 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 (CED):** 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 (CSP):** The community service classes reflect the needs and interests of the citizens of Onslow County. These classes provide new avenues for personal development, skills training, cultural enrichment, and lifelong learning. Course offerings include: reading improvement, clothing construction, arts and crafts, floral design, food preparation, interior decorating, genealogy, social dance, upholstery and furniture refinishing. Many classes are held off campus to allow for convenience.

**SMALL BUSINESS CENTER (SBC):** 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 networking with other agencies serving small business.

## **INDUSTRY TRAINING CENTER**

**NEW AND EXPANDING INDUSTRY PROGRAM:** Coastal Carolina Community College in cooperation with the North Carolina Community College System will design and administer a training program for industries in Onslow County tailored to the unique needs of each industry. Projects must meet the criteria of the state's New and Expanding Industry Training Program and be approved by the state. The purpose of this service is to help a new and/or expanding industry meet its immediate workforce 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.

## **HUMAN SERVICES**

The Human Services office offers a variety of programs to students and the general public. The office are located in Rooms 108 and 109 of the Kenneth B. Hurst Continuing Education Building.

**Financial Assistance** is available for students who qualify. These funds may assist with tuition, books, tools, supplies and child care. To inquire, please contact the Human Services office.

The **Human Resources Development** (HRD) program is designed to educate and train individuals who are unemployed and underemployed. It provides training, counseling, and assistance with placement in either employment or additional educational training. The classes are free of charge and offered during the day and evening..

The **JobLink Career Center**, assists with a wide range of career development needs. Career exploration and counseling is available for anyone undecided about a career path. Information is available on the outlook for employment, salary, work tasks, required training/education, in order to help evaluate the occupation as a possible career choice. Job search skill development in the areas of resume/cover letter preparation, interviewing and salary negotiation is conducted individually or in groups. Job placement assistance is provided through the posting of job openings on job boards located throughout campus, on-line databases of job listings, and semiannual job fairs conducted in conjunction with Marine Corps Base Camp Lejeune.

Representatives from the Employment Security Commission, Vocational Rehabilitation, Department of Social Services and Onslow County Schools are located at the JobLink Career Center. Hours are Monday through Friday, through, 9 AM - 5 PM, and other hours by appointment.

## **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 (noncredit, 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)
- 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 450-6926. Written requests may be mailed to:

Division Chair/Education Coordinator, 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.

<b>COURSE REQUIRED</b>	<b>COURSE SUBSTITUTION</b>
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
CHM 121/121A	CHM 151 or CHM 131/131A
CHM 131/131A	CHM 151
CJC 221	LEX 214
DEN 224	DEN 101 and DEN 102
ENG 101	ENG 111
ENG 102	ENG 114
LEX 214	CJC 221
MAT 101	MAT 121 or 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
PED 111	PED 110
PHY 121	PHY 151
PHY 131	PHY 151
PHY 151	PHY 251
PHY 152	PHY 252
PHY 153	PHY 253

# COURSE REPLACEMENT LIST

Selected courses may be used as a replacement for certain required courses. Although the replacement course contains different content than the required course, it is more rigorous and wider in scope.

<u>Course Required</u>	<u>Appropriate Replacement</u>
ACC 115	ACC 120
CIS 111	CIS 110
CJC 111	Successful Completion of BLET Program
CJC 121	Successful Completion of BLET Program
CJC 131	LEX 160
CJC 131	Successful Completion of BLET Program
CJC 132	Successful Completion of BLET Program
CJC 221	Successful Completion of BLET Program
ENG 102	ENG 111 (With grade of "C" or higher)
MAT 115	MAT 161 and MAT 151 and MAT 151A
MAT 140*	MAT 141* and MAT 142*
PSY 118	PSY 150

\*MAT 140 meets the introductory mathematics requirement in the comprehensive articulation agreement between the state university and community college systems of North Carolina. MAT 141 and MAT 142 are not included in the agreement. However, some universities (such as UNC-Wilmington) accept MAT 141 and MAT 142. Therefore, it is advised that the student contact the university of choice to determine the appropriate course(s) for transfer.

## ACADEMIC RELATED

	Hours Per Week		
	Class	Lab	Credit
<b>ACA 118 College Study Skills</b>	1	2	2

Prerequisite: None

Corequisite: 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.

(This course is not offered for college transfer credit at this time.)



## ACCOUNTING

	Hours Per Week		
	Class	Lab	Credit
<b>ACC 115 College Accounting</b>	3	2	4
Prerequisite: None			
Corequisite: 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.			
<b>ACC 120 Principles Of Accounting I</b>	3	2	4
Prerequisite: None			
Corequisite: 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 has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>ACC 121 Principles of Accounting II</b>	3	2	4
Prerequisite: ACC 120			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>ACC 129 Individual Income Taxes</b>	2	2	3
Prerequisite: ACC 120			
Corequisite: 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.			
<b>ACC 130 Business Income Taxes</b>	2	2	3
Prerequisite: ACC 129			
Corequisite: 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 topics covered in the course.

**ACC 140 Payroll Accounting** 1 2 2

Prerequisite: ACC 115 or ACC 120

Corequisite: 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** 1 2 2

Prerequisite: ACC 115 or ACC 120

Corequisite: None

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

**ACC 150 Computerized General Ledger** 1 2 2

Prerequisite: ACC 115 or ACC 120

Corequisite: 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

Prerequisite: ACC 121

Corequisite: 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

Prerequisite: ACC 220

Corequisite: 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

Prerequisite: ACC 121

Corequisite: 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

Prerequisite: ACC 121

Corequisite: 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

Prerequisite: ACC 220

Corequisite: 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
<b>AHR 110 Introduction to Refrigeration</b>	2	6	5
Prerequisite: None			
Corequisite: None			
<p>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.</p>			
<b>AHR 111 HVACR Electricity</b>	2	2	3
Prerequisite: None			
Corequisite: None			
<p>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.</p>			
<b>AHR 112 Heating Technology</b>	2	4	4
Prerequisite: None			
Corequisite: None			
<p>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.</p>			
<b>AHR 113 Comfort Cooling</b>	2	4	4
Prerequisite: None			
Corequisite: None			
<p>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.</p>			
<b>AHR 114 Heat Pump Technology</b>	2	4	4
Prerequisite: AHR 110 or AHR 113			
Corequisite: None			
<p>This course covers the principles of air source and water source heat pumps.</p>			

Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

**AHR 130 HVAC Controls** 2 2 3

Prerequisite: AHR 111

Corequisite: None

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

**AHR 151 HVAC Duct Systems I** 1 3 2

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: AHR 114

Corequisite: 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** 2 0 2

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: AHR 110

Corequisite: 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.

# ANTHROPOLOGY

		Hours Per Week		
		Class	Lab	Credit
<b>ANT 210</b>	<b>General Anthropology</b>	3	0	3

Prerequisite: None

Corequisite: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

# ARCHITECTURAL TECHNOLOGY

		Hours Per Week		
		Class	Lab	Credit
<b>ARC 111</b>	<b>Intro to Architectural Technology</b>	1	6	3
Prerequisite: None				
Corequisite: None				
<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>				
<b>ARC 112</b>	<b>Construction Materials &amp; Methods</b>	3	2	4
Prerequisite: None				
Corequisite: None				
<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>				
<b>ARC 113</b>	<b>Residential Architectural Technology</b>	1	6	3
Prerequisite: ARC 111				
Corequisite: ARC 112				
<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>				
<b>ARC 114</b>	<b>Architectural CAD</b>	1	3	2
Prerequisite: None				
Corequisite: None				
<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>				
<b>ARC 114A</b>	<b>Architectural CAD Lab</b>	0	3	1
Prerequisite: None				
Corequisite: ARC 114				
<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>				



<b>ARC 131 Building Codes</b>	2	2	3
Prerequisite: ARC 112			
Corequisite: 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.			
<b>ARC 141 Elementary Structures for Arch</b>	4	0	4
Prerequisite: ARC 111 or MAT 121			
Corequisite: 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.			
<b>ARC 211 Light Construction Technology</b>	1	6	3
Prerequisite: ARC 111			
Corequisite: 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.			
<b>ARC 213 Design Project</b>	2	6	4
Prerequisite: ARC 111, ARC 112 and ARC 114			
Corequisite: 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.			
<b>ARC 221 Architectural 3-D CAD</b>	1	4	3
Prerequisite: ARC 114			
Corequisite: 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.			
<b>ARC 230 Environmental Systems</b>	3	3	4
Prerequisite: ARC 111 or MAT 121			
Corequisite: 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

Prerequisite: ARC 111

Corequisite: 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

Prerequisite: None

Corequisite: 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 250 Survey of Architecture** 3 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: ARC 111

Corequisite: 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.

**ARC 262 Arch Animation & Video** 1 6 3

Prerequisites: ARC 221

Corequisites: None

This course covers three-dimensional architectural animation. Topics include storyboarding, rendered animation creation, audio and video input/output, and techniques for camera and object movement in and around buildings. Upon completion, students should be able to produce rendered architectural animations with sound and archive data to selected media.

## ART

	Hours Per Week		
	Class	Lab	Credit
<b>ART 111 Art Appreciation</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>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></p>			
<b>ART 114 Art History Survey I</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>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></p>			
<b>ART 115 Art History Survey II</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>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></p>			
<b>ART 116 Survey of American Art</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>			
<b>ART 117 Non-Western Art History</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>This course introduces non-Western cultural perspectives. Emphasis is placed</p>			

on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ART 121 Design I**

0 6 3

Prerequisite: None

Corequisite: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 122 Design II**

0 6 3

Prerequisite: ART 121

Corequisite: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 131 Drawing I**

0 6 3

Prerequisite: None

Corequisite: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 132 Drawing II**

0 6 3

Prerequisite: ART 131

Corequisite: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

<b>ART 135 Figure Drawing I</b>	0	6	3
Prerequisite: ART 131			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>ART 171 Computer Art I</b>	0	6	3
Prerequisite: None			
Corequisite: None			
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>ART 231 Printmaking I</b>	0	6	3
Prerequisite: None			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>ART 232 Printmaking II</b>	0	6	3
Prerequisite: ART 231			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>ART 235 Figure Drawing II</b>	0	6	3
Prerequisite: ART 135			
Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 240 Painting I**

0 6 3

Prerequisite: None

Corequisite: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 241 Painting II**

0 6 3

Prerequisite: ART 240

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 245 Metals I**

0 6 3

Prerequisite: ART 121

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 246 Metals II**

0 6 3

Prerequisite: ART 245

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 247 Jewelry I**

0 6 3

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 248 Jewelry II** 0 6 3

Prerequisite: ART 247

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 260 Photography Appreciation** 3 0 3

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 261 Photography I** 0 6 3

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 262 Photography II** 0 6 3

Prerequisite: ART 261

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 271 Computer Art II** 0 6 3

Prerequisite: ART 171

Corequisite: None

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 281 Sculpture I** 0 6 3

Prerequisite: None

Corequisite: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 282 Sculpture II** 0 6 3

Prerequisite: ART 281

Corequisite: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 283 Ceramics I** 0 6 3

Prerequisite: None

Corequisite: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 284 Ceramics II** 0 6 3

Prerequisite: ART 283

Corequisite: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect.



Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 288 Studio**

0 6 3

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

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ART 289 Museum Study**

2 2 3

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

# AUTOBODY REPAIR

	Hours Per Week		
	Class	Lab	Credit
<p><b>AUB 111 Painting and Refinishing I</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p> <p>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.</p>	2	6	4
<p><b>AUB 112 Painting and Refinishing II</b></p> <p>Prerequisite: AUB 111</p> <p>Corequisite: None</p> <p>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.</p>	2	6	4
<p><b>AUB 114 Special Finishes</b></p> <p>Prerequisite: AUB 111</p> <p>Corequisite: None</p> <p>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.</p>	1	2	2
<p><b>AUB 121 Non-Structural Damage I</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p> <p>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.</p>	1	4	3
<p><b>AUB 122 Non-Structural Damage II</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p> <p>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</p>	2	6	4

completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

**AUB 131 Structural Damage I** 2 4 4

Prerequisite: None

Corequisite: None

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

**AUB 132 Structural Damage II** 2 6 4

Prerequisite: AUB 131

Corequisite: None

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

**AUB 134 Autobody MIG Welding** 1 4 3

Prerequisite: None

Corequisite: None

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

**AUB 136 Plastics and Adhesives** 1 4 3

Prerequisite: None

Corequisite: 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.

## AUTOMOTIVE SYSTEMS TECHNOLOGY

		Hours Per Week		
		Class	Lab	Credit
<b>AUT 110</b>	<b>Introduction to Automotive Technology</b>	2	2	3
Prerequisite: None				
Corequisite: None				
This course covers the basic concepts and terms of automotive technology, workplace safety, North Carolina state inspection, safety and environmental regulations, and use of service information resources. Topics include familiarization with components along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe terms associated with automobiles, identify and use basic tools and shop equipment, and conduct North Carolina safety/emissions inspections.				
<b>AUT 112</b>	<b>Automotive Shop Management</b>	1	2	2
Prerequisite: None				
Corequisite: None				
This course covers principles of management essential to decision making, communication, authority, and leadership. Topics include shop supervision, customer relations, cost effectiveness, and workplace ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.				
<b>AUT 113</b>	<b>Automotive Servicing</b>	2	6	4
Prerequisite: None				
Corequisite: None				
This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate equipment.				
<b>AUT 116</b>	<b>Engine Repair</b>	1	3	2
Prerequisite: None				
Corequisite: None				
This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.				
<b>AUT 131</b>	<b>Drive Trains</b>	2	3	3
Prerequisite: None				
Corequisite: None				
This course introduces principles of operation of basic automotive drive trains.				

Emphasis is placed on manual and automatic transmissions, transaxles, and final drive components. Upon completion, students should be able to describe, diagnose, and determine needed service and repairs.

**AUT 141 Suspension and Steering Systems** 2 4 4

Prerequisite: None

Corequisite: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

**AUT 151 Brake Systems** 2 2 3

Prerequisite: None

Corequisite: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

**AUT 162 Chassis Electrical and Electronics** 2 2 3

Prerequisite: None

Corequisite: None

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

**AUT 171 Heating and Air Conditioning** 2 3 3

Prerequisite: None

Corequisite: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovering/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

**AUT 181 Engine Performance-Electrical** 2 3 3

Prerequisite: None

Corequisite: None

This course covers the principles, systems, and procedures required for diag-

nosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

**AUT 183 Engine Performance-Fuels** 2 3 3

Prerequisite: None

Corequisite: None

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

**AUT 186 Automotive Computer Applications** 1 2 2

Prerequisite: None

Corequisite: None

This course introduces computer operating systems, word processing, and electronic automotive service information systems. Emphasis is placed on operation systems, word processing, and electronic automotive service information systems. Upon completion, students should be able to use an operating system to access information pertaining to automotive technology and perform word processing.

**AUT 191 Selected Topics in Automotive Technology** 1 0 1

Prerequisite: Enrollment in the program

Corequisite: 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.

## BIOLOGY

		Hours Per Week		
		Class	Lab	Credit
<b>BIO 090</b>	<b>Foundations of Biology</b>	3	2	4
Prerequisite: None				
Corequisite: 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.				
<b>BIO 094</b>	<b>Concepts of Human Biology</b>	3	2	4
Prerequisite: None				
Corequisite: 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.				
<b>BIO 106</b>	<b>Introduction to Anat/Phys/Micro</b>	2	2	3
Prerequisite: None				
Corequisite: 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.				
<b>BIO 111</b>	<b>General Biology I</b>	3	3	4
Prerequisite: MAT 060				
Corequisite: 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>				
<b>BIO 112</b>	<b>General Biology II</b>	3	3	4
Prerequisite: BIO 111				
Corequisite: None				
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the				

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

**BIO 120 Introductory Botany** 3 3 4

Prerequisite: BIO 111

Corequisite: 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

Prerequisite: BIO 111

Corequisite: 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

Prerequisite: BIO 111 or permission of the instructor

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: BIO 111

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 163 Basic Anatomy and Physiology** 4 2 5

Prerequisite: None

Corequisite: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 168 Anatomy and Physiology I** 3 3 4

Prerequisite: None

Corequisite: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 169 Anatomy and Physiology II** 3 3 4

Prerequisite: BIO 168

Corequisite: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

<b>BIO 170</b>	<b>Introductory Microbiology</b>	3	3	4
Prerequisite:	None			
Corequisite:	None			
<p>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. (This course is not offered for college transfer credit at this time.)</p>				
<b>BIO 175</b>	<b>General Microbiology</b>	2	2	3
Prerequisite:	BIO 163 or BIO 169			
Corequisite:	None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>				
<b>BIO 235</b>	<b>Ornithology</b>	3	3	4
Prerequisite:	BIO 111			
Corequisite:	None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>				
<b>BIO 243</b>	<b>Marine Biology</b>	3	3	4
Prerequisite:	BIO 111			
Corequisite:	None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>				

**BIO 250 Genetics**

3 3 4

Prerequisite: BIO 112

Corequisite: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 275 Microbiology**

3 3 4

Prerequisite: BIO 163 or BIO 168 or BIO 112

Corequisite: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## BLUEPRINT READING

	Hours Per Week		
	Class	Lab	Credit
<b>BPR 130 Blueprint Reading/Construction</b>	1	2	2
Prerequisite: None			
Corequisite: 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
<b>BUS 110 Introduction to Business</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>			
<b>BUS 115 Business Law I</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>			
<b>BUS 116 Business Law II</b>	3	0	3
Prerequisite: BUS 115			
Corequisite: None			
<p>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.</p>			
<b>BUS 125 Personal Finance</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>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.</p>			
<b>BUS 135 Principles of Supervision</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>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</p>			

apply supervisory principles in the work place.

**BUS 137 Principles of Management** 3 0 3

Prerequisite: BUS 110

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: BUS 110

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: ACC 120 and BUS 110

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: ACC 120 and BUS 115 and BUS 137 and MKT 120 and  
ECO 151 or 251 or 252

Corequisite: BUS 225

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

# CHEMISTRY

	Hours Per Week		
	Class	Lab	Credit
<b>CHM 090 Chemistry Concepts</b>	4	0	4
Prerequisite: MAT 060			
Corequisite: 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.			
<b>CHM 121 Foundations of Chemistry</b>	3	0	3
Prerequisite: MAT 060			
Corequisite: 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.			
<b>CHM 121A Foundations of Chemistry Lab</b>	0	2	1
Prerequisite: MAT 060			
Corequisite: 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.			
<b>CHM 130 General, Organic and Biochemistry</b>	3	0	3
Prerequisite: MAT 060			
Corequisite: CHM 130A			
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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>CHM 130A General, Organic &amp; Biochemistry Lab</b>	0	2	1
Prerequisite: MAT 060			
Corequisite: CHM 130			
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion,			



students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CHM 131 Introduction to Chemistry** 3 0 3

Prerequisite: MAT 070

Corequisite: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *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

Prerequisite: MAT 070

Corequisite: 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

Prerequisite: MAT 080

Corequisite: 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

Prerequisite: CHM 151

Corequisite: 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
<b>CIS 110</b>	<b>Introduction to Computers</b>	2	2	3
Prerequisite: None				
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>				
<b>CIS 111</b>	<b>Basic PC Literacy</b>	1	2	2
Prerequisite: None				
Corequisite: 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.				
<b>CIS 115</b>	<b>Introduction to Programming &amp; Logic</b>	2	2	3
Prerequisite: MAT 070				
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>				
<b>CIS 120</b>	<b>Spreadsheet I</b>	2	2	3
Prerequisite: CIS 110 or CIS 111 or OST 137				
Corequisite: 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.				
<b>CIS 130</b>	<b>Survey of Operating Systems</b>	2	3	3
Prerequisite: CIS 110 and CIS 115				
Corequisite: None				
The course covers operating system concepts which are necessary for maintain-				

ing 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 145 Operating Systems - Single User** 2 2 3

Prerequisites: None

Corequisites: CIS 130

This course introduces operating systems concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a single-user environment.

**CIS 147 Operating System-Windows** 2 2 3

Prerequisites: None

Corequisites: None

This course introduces operating systems concepts for a Windows operating system. 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 Windows environment.

**CIS 152 Database Concepts and Applications** 2 2 3

Prerequisite: CIS 110 or CIS 111 or CIS 115

Corequisite: 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

Prerequisite: CIS 152

Corequisite: 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 154 Database Utilization** 1 2 2

Prerequisites: CIS 110 or CIS 111 or OST 137

Corequisites: None

This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the

end-user mode.

**CIS 160 MM Resources Integration** 2 2 3

Prerequisite: CIS 110 or CIS 111

Corequisite: 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 170 Technical Support Functions I** 2 2 3

Prerequisites: CIS 115

Corequisites: None

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

**CIS 172 Introduction to the Internet** 2 3 3

Prerequisites: None

Corequisites: None

Start Term: 1997\*02

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

**CIS 174 Network System Manager I** 2 2 3

Prerequisite: None

Corequisite: None

This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system.

**CIS 175 Network Management I** 2 2 3

Prerequisite: None

Corequisite: None

This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.

**CIS 215 Hardware Installation/Maintenance** 2 3 3

Prerequisite: CIS 110 or CIS 111 or CIS 115

Corequisite: 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 217 Computer Training and Support** 2 2 3

Prerequisite: CIS 110 and CIS 153

Corequisite: 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 226 Trends in Technology** 1 2 2

Prerequisites: None

Corequisites: None

This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

**CIS 227 Microcomputer Systems Analysis** 2 2 3

Prerequisite: CIS 115 or CIS 144

Corequisite: 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

Prerequisite: CIS 110 and CIS 115

Corequisite: 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.

<b>CIS 274</b>	<b>Network System Manager II</b>	2	2	3
Prerequisite:	CIS 174			
Corequisite:	None			
<p>This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance.</p>				
<b>CIS 275</b>	<b>Network Management II</b>	2	2	3
Prerequisite:	CIS 175			
Corequisite:	None			
<p>This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance.</p>				
<b>CIS 282</b>	<b>Network Technology</b>	3	0	3
Prerequisite:	None			
Corequisite:	None			
<p>This course examines concepts of network architecture. Topics include various network types, topologies, transmission methods, media and access control, the OSI model, and the protocols which operate at each level of the model. Upon completion, students should be able to design a network based on the requirements of a company.</p>				
<b>CIS 287</b>	<b>Network Support</b>	2	2	3
Prerequisite:	CIS 274 or CIS 275			
Corequisite:	None			
<p>This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems.</p>				
<b>CIS 288</b>	<b>Systems Project</b>	1	4	3
Prerequisite:	CIS 227			
Corequisite:	None			
<p>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.</p>				

## CRIMINAL JUSTICE

	Hours Per Week		
	Class	Lab	Credit
<p><b>CJC 100 Basic Law Enforcement Training</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. This is a certificate-level course.</p>	8	30	18
<p><b>CJC 111 Introduction to Criminal Justice</b></p> <p>Prerequisite: None</p> <p>Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>	3	0	3
<p><b>CJC 112 Criminology</b></p> <p>Prerequisite: None</p> <p>Corequisite: 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><b>CJC 113 Juvenile Justice</b></p> <p>Prerequisite: None</p> <p>Corequisite: 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

<b>CJC 120 Interviews/Interrogations</b>	1	2	2
Prerequisite: None			
Corequisite: None			
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.			
<b>CJC 121 Law Enforcement Operations</b>	3	0	3
Prerequisite: None			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>CJC 122 Community Policing</b>	3	0	3
Prerequisite: None			
Corequisite: 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.			
<b>CJC 131 Criminal Law</b>	3	0	3
Prerequisite: None			
Corequisite: 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.			
<b>CJC 132 Court Procedure and Evidence</b>	3	0	3
Prerequisite: None			
Corequisite: 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

Prerequisite: None

Corequisite: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CJC 151 Introduction to Loss Prevention** 3 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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.

<b>CJC 214</b>	<b>Victimology</b>	3	0	3
Prerequisite:	None			
Corequisite:	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.				
<b>CJC 215</b>	<b>Organization and Administration</b>	3	0	3
Prerequisite:	None			
Corequisite:	None			
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.				
<b>CJC 221</b>	<b>Investigative Principles</b>	3	2	4
Prerequisite:	None			
Corequisite:	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.				
<b>CJC 222</b>	<b>Criminalistics</b>	3	0	3
Prerequisite:	None			
Corequisite:	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.				
<b>CJC 231</b>	<b>Constitutional Law</b>	3	0	3
Prerequisite:	None			
Corequisite:	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

Prerequisite: None

Corequisite: 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			
	Work			
	Class	Lab	Experience	Credit
<b>COE 110 World of Work</b>	1	0	0	1
Prerequisites: None				
Corequisites: None				
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.				
<b>COE 111 Co-op Work Experience I</b>	0	0	10	1
Prerequisite: None				
Corequisite: None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.				
<b>COE 115 Work Experience Seminar I</b>	1	0	0	1
Prerequisite: None				
Corequisite: COE 111				
This course provides an opportunity to discuss the application of theory to practice in the discipline specific environment. Emphasis is placed on developing strategies for reaching competency goals and objectives in the specific discipline. Upon completion, students should be able to demonstrate competence in discipline specific skills. The focus of each section will be discipline specific content.				
<b>COE 121 Co-op Work Experience II</b>	0	0	10	1
Prerequisite: None				
Corequisite: None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.				
<b>COE 125 Work Experience Seminar II</b>	1	0	0	1
Prerequisite: None				
Corequisite: COE 121				
This course provides an opportunity to discuss the application of theory to practice in a developmentally appropriate early childhood environment. Emphasis is placed on developing strategies for reaching competency goals and objectives and on developing and implementing curriculum. Upon completion, students should be able to demonstrate competence in classroom management skills and in developing, implementing, and evaluating curriculum plans.				

## COMMUNICATION

		Hours Per Week		
		Class	Lab	Credit
<b>COM 110</b>	<b>Introduction to Communication</b>	3	0	3
Prerequisites: None				
Corequisites: None				
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal, group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>				
<b>COM 111</b>	<b>Voice and Diction I</b>	3	0	3
Prerequisite: None				
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>				
<b>COM 120</b>	<b>Interpersonal Communication</b>	3	0	3
Prerequisite: None				
Corequisite: 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 humanities/fine arts.</i>				
<b>COM 231</b>	<b>Public Speaking</b>	3	0	3
Prerequisite: None				
Corequisite: 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 humanities/fine arts.</i>				

## COSMETOLOGY

	Hours Per Week		
	Class	Lab	Credit
<b>COS 111 Cosmetology Concepts I</b>	4	0	4
Prerequisite: None			
Corequisite: 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.			
<b>COS 112 Salon I</b>	0	24	8
Prerequisite: None			
Corequisite: 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.			
<b>COS 113 Cosmetology Concepts II</b>	4	0	4
Prerequisite: None			
Corequisite: 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.			
<b>COS 114 Salon II</b>	0	24	8
Prerequisite: None			
Corequisite: 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.			
<b>COS 115 Cosmetology Concepts III</b>	4	0	4
Prerequisite: None			
Corequisite: 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.			

<b>COS 116 Salon III</b>	0	12	4
Prerequisite: None			
Corequisite: 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.			
<b>COS 117 Cosmetology Concepts IV</b>	2	0	2
Prerequisite: None			
Corequisite: 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.			
<b>COS 118 Salon IV</b>	0	21	7
Prerequisite: COS 114 or COS 116			
Corequisite: 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.			
<b>COS 121 Manicure/Nail Technology I</b>	4	6	6
Prerequisite: None			
Corequisite: 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.			
<b>COS 122 Manicure/Nail Technology II</b>	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 250 Computerized Salon Ops** 1 0 1

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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.

**COS 272 Instructor Practicum I** 0 21 7

Prerequisite: None

Corequisite: 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.



**COS 273 Instructor Concepts II**

5 0 5

Prerequisite: COS 271 or COS 272

Corequisite: 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.

**COS 274 Instructor Practicum II**

0 21 7

Prerequisite: COS 271 or COS 272

Corequisite: 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.

## COMPUTER SCIENCE

	Hours Per Week		
	Class	Lab	Credit
<b>CSC 134 C++ Programming</b>	2	3	3
Prerequisite: CIS 115			
Corequisite: None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>			
<b>CSC 135 COBOL Programming</b>	2	3	3
Prerequisite: CIS 115			
Corequisite: None			
<p>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.</p>			
<b>CSC 138 RPG Programming</b>	2	3	3
Prerequisite: CIS 115			
Corequisite: None			
<p>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.</p>			
<b>CSC 139 Visual BASIC Programming</b>	2	3	3
Prerequisite: CIS 115			
Corequisite: None			
<p>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.</p>			
<b>CSC 148 JAVA Programming</b>	2	3	3
Prerequisites: CIS 115			
Corequisites: None			
<p>This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related</p>			

topics. Upon completion, students should be able to design, code, test, debug JAVA language programs.

**CSC 235 Advanced COBOL** 2 3 3

Prerequisite: CSC 135

Corequisite: 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.

**CSC 238 Advanced RPG** 2 3 3

Prerequisite: CSC 138

Corequisite: 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.

## CENTRAL STERILE PROCESSING

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>CSP 101</b>	<b>CSP Clinic I</b>	0	0	21	7
Prerequisites: SUR 110 and SUR 111					
Corequisites: SUR 122					
This course is designed to introduce the primary responsibilities of a central sterile technician including practical application of learned concepts and procedures. Topics include preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion students should be able to demonstrate and apply principles of sterilization/disinfection, as well as distribution of instruments/supplies/equipment following established protocols. <i>This is a diploma-level course.</i>					
<b>CSP 102</b>	<b>CSP Clinic II</b>	0	0	12	4
Prerequisites: CSP 101 and SUR 122					
Corequisites: CSP 103					
This course is designed to enhance clinical skills of CSP 101 by a variety of experiences in specialty areas. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in central processing areas. Upon completion, students should be able to function in the role of an entry-level central processing technician. <i>This is a diploma-level course.</i>					
<b>CSP 103</b>	<b>Professional Success Preparation</b>	1	0	0	1
Prerequisites: CSP 101 and SUR 122					
Corequisites: CSP 102					
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. <i>This is a diploma-level course.</i>					

## DENTAL

	Hours Per Week			
	Class	Lab	Clinic	Credit
<b>DEN 100 Basic Orofacial Anatomy</b>	2	0	0	2
Prerequisite: None				
Corequisite: 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.				
<b>DEN 101 Preclinical Procedures</b>	4	6	0	7
Prerequisite: None				
Corequisite: 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.				
<b>DEN 102 Dental Materials</b>	3	4	0	5
Prerequisite: None				
Corequisite: 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.				
<b>DEN 103 Dental Sciences</b>	2	0	0	2
Prerequisite: None				
Corequisite: 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.				
<b>DEN 104 Dental Health Education</b>	2	2	0	3
Prerequisite: DEN 101 or DEN 111				
Corequisite: 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.

**DEN 105 Practice Management** 2 0 0 2

Prerequisite: None

Corequisite: 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.

**DEN 106 Clinical Practice I** 1 0 12 5

Prerequisite: DEN 101 or DEN 111

Corequisite: DEN 102, DEN 104, 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.

**DEN 107 Clinical Practice II** 1 0 12 5

Prerequisite: DEN 106

Corequisite: 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.

**DEN 110 Orofacial Anatomy** 2 2 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: Enrollment in the Dental Hygiene or Dental Assisting programs

Corequisite: DEN 100, DEN 110, 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

Prerequisite: Enrollment in the Dental Hygiene program

Corequisite: 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

Prerequisite: Enrollment in the Dental Hygiene program

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: DEN 110

Corequisite: None

This course provides an in-depth study of the periodontium, periodontal pathol-

ogy, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.

**DEN 130 Dental Hygiene Theory I** 2 0 0 2

Prerequisite: DEN 120

Corequisite: 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

Prerequisite: DEN 121

Corequisite: 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

Prerequisite: DEN 130

Corequisite: 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

Prerequisite: DEN 131

Corequisite: 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

Prerequisite: DEN 140

Corequisite: 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

Prerequisite: DEN 141

Corequisite: 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

Prerequisite: BIO 163 or BIO 168

Corequisite: 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 nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

**DEN 223 Dental Pharmacology** 2 0 0 2

Prerequisite: Enrollment in the Dental Hygiene program

Corequisite: 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. Also included in this course are the procedures for handling dental office emergencies.

**DEN 224 Materials and Procedures** 1 3 0 2

Prerequisite: DEN 111

Corequisite: 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

Prerequisite: DEN 220

Corequisite: 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

Prerequisite: DEN 221

Corequisite: 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

Prerequisite: Enrollment in the Dental Hygiene program

Corequisite: 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

Prerequisite: Enrollment in the Dental Hygiene program

Corequisite: 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.

## DRAMA/THEATRE

	Hours Per Week		
	Class	Lab	Credit
<b>DRA 111 Theatre Appreciation</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>DRA 112 Literature of the Theatre</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>DRA 122 Oral Interpretation</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>			
<b>DRA 130 Acting I</b>	0	6	3
Prerequisite: None			
Corequisite: None			
<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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>			
<b>DRA 131 Acting II</b>	0	6	3
Prerequisite: DRA 130			
Corequisite: None			
<p>This course provides additional hands-on practice in the actor's craft. Emphasis</p>			

is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 140 Stagecraft I** 0 6 3

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 145 Stage Make-up** 1 2 2

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 170 Play Production I** 0 9 3

Prerequisite: None

Corequisite: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 171 Play Production II** 0 9 3

Prerequisite: DRA 170

Corequisite: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 211 Theatre History I** 3 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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><b>ECO 151 Survey of Economics</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p> <p>This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. <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><b>ECO 251 Principles of Microeconomics</b></p> <p>Prerequisite: MAT 070 or appropriate placement score</p> <p>Corequisite: 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><b>ECO 252 Principles of Macroeconomics</b></p> <p>Prerequisite: MAT 070 or appropriate placement score</p> <p>Corequisite: 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
<b>EDU 111 Early Childhood Credential I</b> Prerequisite: None Corequisite: 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
<b>EDU 112 Early Childhood Credential II</b> Prerequisite: None Corequisite: 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
<b>EDU 113 Family/Early Childhood Credential</b> Prerequisite: None Corequisite: None This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.	2	0	2
<b>EDU 116 Introduction to Education</b> Prerequisite: None Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or</i>	3	2	4

*elective course requirement.*

**EDU 131 Child, Family, & Community** 3 0 3

Prerequisite: None

Corequisite: None

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

**EDU 144 Child Development I** 3 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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.



<b>EDU 151 Creative Activities</b>	3	0	3
Prerequisite: None			
Corequisite: 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 learning materials and activities.			
<b>EDU 151A Creative Activities Lab</b>	0	2	1
Prerequisite: None			
Corequisite: 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.			
<b>EDU 153 Health, Safety, and Nutrition</b>	3	0	3
Prerequisite: None			
Corequisite: 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.			
<b>EDU 163 School Learning</b>	3	0	3
Prerequisite: EDU 116			
Corequisite: 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.			
<b>EDU 185 Cognitive and Language Activities</b>	3	0	3
Prerequisite: None			
Corequisite: 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 and Language Activities Lab** 0 2 1

Prerequisite: None

Corequisite: 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 221 Children with Special Needs** 3 0 3

Prerequisite: EDU 144 and EDU 145

Corequisite: 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 234 Infants, Toddlers, & Twos** 3 0 3

Prerequisites: None

Corequisites: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

**EDU 235 School-Age Dev & Program** 2 0 2

Prerequisites: None

Corequisites: None

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

**EDU 252 Math and Science Activities** 3 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: EDU 252

This course provides a laboratory component to complement EDU 252. Empha-

sis 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

Prerequisite: None

Corequisite: 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.

**EDU 262 Early Childhood Administration II** 3 0 3

Prerequisite: EDU 261

Corequisite: None

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

## ENGINEERING

	Hours Per Week		
	Class	Lab	Credit
<b>EGR 220 Engineering Statics</b>	3	0	3
Prerequisites: PHY 251			
Corequisites: MAT 272			
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>EGR 225 Engineering Dynamics</b>	3	0	3
Prerequisites: EGR 220			
Corequisites: MAT 273			
This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			

# ELECTRICITY

	Hours Per Week		
	Class	Lab	Credit
<b>ELC 112 DC/AC Electricity</b>	3	6	5
Prerequisite: None			
Corequisite: None			
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.			
<b>ELC 113 Basic Wiring I</b>	2	6	4
Prerequisite: None			
Corequisite: None			
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.			
<b>ELC 114 Basic Wiring II</b>	2	6	4
Prerequisite: ELC 113			
Corequisite: None			
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.			
<b>ELC 115 Industrial Wiring</b>	2	6	4
Prerequisite: ELC 113			
Corequisite: None			
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.			
<b>ELC 117 Motors and Controls</b>	2	6	4
Prerequisite: ELC 112			
Corequisite: None			
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.			

<b>ELC 118 National Electrical Code</b>	1	2	2
Prerequisite: None			
Corequisite: 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.			
<b>ELC 119 NEC Calculations</b>	1	2	2
Prerequisite: None			
Corequisite: 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.			
<b>ELC 121 Electrical Estimating</b>	1	2	2
Prerequisite: ELC 113			
Corequisite: 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.			
<b>ELC 125 Diagrams and Schematics</b>	1	2	2
Prerequisite: None			
Corequisite: 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.			
<b>ELC 135 Electrical Machines I</b>	2	2	3
Prerequisites: ELC 112			
Corequisites: None			
This course covers magnetic circuits, transformers, DC/AC generators, and a review of the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and generator regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC single- and three-phase transformer and generator circuits.			
<b>ELC 140 Fundamentals of DC/AC Circuit</b>	5	6	7
Prerequisite: None			
Corequisite: 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
<b>ELN 140 Semiconductor Devices</b>	4	6	6
Prerequisite: None			
Corequisite: 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.			
<b>ELN 141 Digital Fundamentals</b>	4	6	6
Prerequisite: None			
Corequisite: 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.			
<b>ELN 142 Video Systems</b>	7	9	10
Prerequisite: ELN 140			
Corequisite: 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.			
<b>ELN 241 Consumer Electronics</b>	4	6	6
Prerequisite: ELC 140			
Corequisite: 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.			
<b>ELN 244 Computer Repair</b>	3	6	5
Prerequisite: ELN 141			
Corequisite: 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
<b>EMS 110 EMT-Basic</b>	4	6	0	6
Prerequisite: None				
Corequisite: 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.				
<b>EMS 111 Prehospital Environment</b>	2	2	0	3
Prerequisite: Enrollment in EMS program				
Corequisite: 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				
<b>EMS 120 Intermediate Interventions</b>	2	3	0	3
Prerequisite: EMS 110 or EMS 111				
Corequisite: EMS 121, EMS 130, 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.				
<b>EMS 121 EMS Clinical Practicum I</b>	0	0	6	2
Prerequisites: EMS 110 and EMS 111				
Corequisites: EMS 120 and EMS 130 and EMS 131				
This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.				
<b>EMS 130 Pharmacology I for EMS</b>	1	3	0	2
Prerequisite: EMS 110				
Corequisite: 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, mea-				



tures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

**EMS 131 Advanced Airway Management** 1 2 0 2

Prerequisite: EMS 110

Corequisite: EMS 120, 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

Prerequisite: Enrollment in EMS program

Corequisite: 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

Prerequisite: Enrollment in EMS program

Corequisite: 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** 1 3 0 2

Prerequisite: EMS 120 and EMS 121 and EMS 130 and EMS 131

Corequisite: 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** 2 6 0 4

Prerequisite: EMS 120 and EMS 130 and EMS 131

Corequisite: None

This course provides an in-depth study of cardiovascular emergencies and is

required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

**EMS 221 EMS Clinical Practicum II** 0 0 9 3

Prerequisites: EMS 121

Corequisites: None

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

**EMS 231 EMS Clinical Practicum III** 0 0 9 3

Prerequisites: EMS 221

Corequisites: None

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

**EMS 235 EMS Management** 2 0 0 2

Prerequisite: Enrollment in EMS program

Corequisite: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

**EMS 240 Special Needs Patients** 1 3 0 2

Prerequisite: EMS 120 and EMS 121

Corequisite: None

This course includes concepts of crisis intervention and techniques of dealing with different special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

**EMS 241 EMS Clinical Practicum IV** 0 0 9 3

Prerequisites: EMS 231

Corequisites: None

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon

completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

**EMS 250 Advanced Medical Emergencies** 2 3 0 3

Prerequisite: EMS 120 and EMS 122 and EMS 130 or EMS 131

Corequisite: 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 emphasizing 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

Prerequisite: EMS 120 and EMS 121 and EMS 130 and EMS 131

Corequisite: 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 BTLS or PHTLS courses.

**EMS 270 Life Span Emergencies** 2 2 0 3

Prerequisite: EMS 120 and EMS 130 and EMS 131

Corequisite: None

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

**EMS 280 EMS Bridging Course** 2 2 0 3

Prerequisite: None

Corequisite: None

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment and documentation using the problems-oriented medical record format and manage complicated patients.

**EMS 285 EMS Capstone**

1 3 0 2

Prerequisite: EMS 220 and EMS 250 and EMS 260

Corequisite: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

## ENGLISH

	Hours Per Week		
	Class	Lab	Credit
<b>ENG 080 Writing Foundations</b>	3	2	4
Prerequisite: None			
Corequisite: None			
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.			
<b>ENG 090 Composition Strategies</b>	3	0	3
Prerequisite: ENG 080			
Corequisite: None			
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.			
<b>ENG 101 Applied Communications I</b>	3	0	3
Prerequisite: None			
Corequisite: None			
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.			
<b>ENG 102 Applied Communications II</b>	3	0	3
Prerequisite: None			
Corequisite: None			
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.			
<b>ENG 111 Expository Writing</b>	3	0	3
Prerequisite: ENG 090 and RED 090 or appropriate placement score			
Corequisite: None			
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and devel-			

opment, 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

Prerequisite: ENG 111

Corequisite: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

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

Prerequisite: ENG 111

Corequisite: 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

Prerequisite: ENG 111

Corequisite: 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 125 Creative Writing I** 3 0 3

Prerequisite: ENG 112 or ENG 113 or ENG 114

Corequisite: None

This course is designed to provide students with the opportunity to practice the art

of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ENG 231 American Literature I** 3 0 3

Prerequisite: ENG 112 or ENG 113 or ENG 114

Corequisite: 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

Prerequisite: ENG 112 or ENG 113 or ENG 114

Corequisite: 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

Prerequisite: ENG 112 or ENG 113 or ENG 114

Corequisite: 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

Prerequisite: ENG 112 or ENG 113 or ENG 114

Corequisite: 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 261 World Literature I** 3 0 3

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 262 World Literature II** 3 0 3

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy The Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 273 African-American Literature** 3 0 3

Prerequisite: ENG 112 or ENG 113 or ENG 114

Corequisite: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*



# FIRE PROTECTION

		Hours Per Week		
		Class	Lab	Credit
<b>FIP 120</b>	<b>Introduction to Fire Protection</b>	2	0	2
Prerequisite: None				
Corequisite: None				
This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.				
<b>FIP 124</b>	<b>Fire Prevention and Public Education</b>	3	0	3
Prerequisite: None				
Corequisite: None				
This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.				
<b>FIP 128</b>	<b>Detection and Investigation</b>	3	0	3
Prerequisite: None				
Corequisite: None				
This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.				
<b>FIP 136</b>	<b>Inspections and Codes</b>	3	0	3
Prerequisite: None				
Corequisite: None				
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.				
<b>FIP 140</b>	<b>Industrial Fire Protection</b>	2	0	2
Prerequisite: None				
Corequisite: None				
This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to prepare a pro-				

cedure to plan, organize, and evaluate an industrial facility's fire protection.

**FIP 144 Sprinklers and Auto Alarms** 2 2 3

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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.

<b>FIP 220</b>	<b>Fire Fighting Strategies</b>	3	0	3
Prerequisite:	None			
Corequisite:	None			
<p>This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.</p>				
<b>FIP 221</b>	<b>Advanced Fire Fighting Strategies</b>	3	0	3
Prerequisite:	FIP 220			
Corequisite:	None			
<p>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.</p>				
<b>FIP 224</b>	<b>Instructional Methodology</b>	4	0	4
Prerequisite:	None			
Corequisite:	None			
<p>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.</p>				
<b>FIP 230</b>	<b>Chemistry of Hazardous Materials I</b>	5	0	5
Prerequisite:	None			
Corequisite:	None			
<p>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.</p>				
<b>FIP 232</b>	<b>Hydraulics and Water Distribution</b>	2	2	3
Prerequisite:	MAT 115			
Corequisite:	None			
<p>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.</p>				

**FIP 236 Emergency Management** 2 0 2

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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
<b>FRE 110 Introduction to French</b>	2	0	2
Prerequisite: None			
Corequisite: None			
<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. (This course is not offered for college transfer credit at this time.)</p>			
<b>FRE 111 Elementary French I</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>FRE 112 Elementary French II</b>	3	0	3
Prerequisite: FRE 111			
Corequisite: None			
<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>			
<b>FRE 211 Intermediate French I</b>	3	0	3
Prerequisite: FRE 112			
Corequisite: None			
<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>			

<b>FRE 212 Intermediate French II</b>	3	0	3
Prerequisite: FRE 211			
Corequisite: None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>			
<b>FRE 221 French Conversation</b>	3	0	3
Prerequisite: FRE 212			
Corequisite: None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>			
<b>FRE 231 Reading and Composition</b>	3	0	3
Prerequisite: FRE 212			
Corequisite: None			
<p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>			

# GEOGRAPHY

	Hours Per Week		
	Class	Lab	Credit
<b>GEO 111 World Regional Geography</b> Prerequisite: None Corequisite: None This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>	3	0	3
<b>GEO 112 Cultural Geography</b> Prerequisite: None Corequisite: None This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>	3	0	3
<b>GEO 131 Physical Geography I</b> Prerequisite: None Corequisite: None This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>	3	2	4
<b>GEO 132 Physical Geography II</b> Prerequisite: None Corequisite: None This course introduces the study of minerals, rocks, evolution of landforms, and consequences of landscape change. Emphasis is placed on mineral composition, fluvial processes, erosion and deposition, glaciers, and coastal processes. Upon completion, students should be able to identify these components and processes and to explain how they interact. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>	3	2	4

## GERMAN

	Hours Per Week		
	Class	Lab	Credit
<b>GER 111 Elementary German I</b> Prerequisite: None Corequisite: None This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>	3	0	3
<b>GER 112 Elementary German II</b> Prerequisite: GER 111 Corequisite: None This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>	3	0	3
<b>GER 211 Intermediate German I</b> Prerequisite: GER 112 Corequisite: None This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>	3	0	3
<b>GER 212 Intermediate German II</b> Prerequisite: GER 2 11 Corequisite: None This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>	3	0	3



## HEALTH

	Hours Per Week		
	Class	Lab	Credit
<b>HEA 110 Personal Health/Wellness</b>	3	0	3
Prerequisite:	None		
Corequisite:	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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>HEA 112 First Aid and CPR</b>	1	2	2
Prerequisite:	None		
Corequisite:	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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>HEA 120 Community Health</b>	3	0	3
Prerequisite:	None		
Corequisite:	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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			

## HEAVY EQUIPMENT AND TRANSPORT

	Hours Per Week		
	Class	Lab	Credit
<p><b>HET 110 Diesel Engines</b></p> <p>Prerequisite: None</p> <p>Corequisite: 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 diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.</p>	3	9	6
<p><b>HET 112 Diesel Electrical Systems</b></p> <p>Prerequisite: None</p> <p>Corequisite: 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><b>HET 115 Electronic Engines</b></p> <p>Prerequisite: None</p> <p>Corequisite: 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><b>HET 116 Air Conditioning/Diesel Equipment</b></p> <p>Prerequisite: None</p> <p>Corequisite: 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><b>HET 119 Mechanical Transmissions</b></p> <p>Prerequisite: None</p> <p>Corequisite: 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

<b>HET 125 Preventative Maintenance</b>	1	3	2
Prerequisite: None			
Corequisite: 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.			
<b>HET 126 Preventive Maintenance Lab</b>	0	3	1
Prerequisite: None			
Corequisite: HET 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 HET 125. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 125.			
<b>HET 127 Shop Rules and Regulations</b>	1	0	1
Prerequisite: None			
Corequisite: 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.			
<b>HET 128 Med/Heavy Duty Tune-up</b>	1	2	2
Prerequisite: None			
Corequisite: 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.			
<b>HET 191 Selected Topics in Diesel</b>	0	3	1
Prerequisite: Enrollment in the program			
Corequisite: 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.			
<b>HET 231 Med/Heavy Duty Brake System</b>	1	3	2
Prerequisite: None			
Corequisite: None			
This course covers the theory and repair of braking systems used in medium and			

heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

**HET 232 Med/Heavy Duty Brake System Lab** 0 3 1

Prerequisite: None

Corequisite: HET 231

This course provides a laboratory setting to enhance the skills for troubleshooting, adjusting, and repairing brake systems on medium and heavy duty vehicles. Emphasis is placed on practical experiences that enhance the topics presented in HET 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 231

**HET 233 Suspension and Steering** 2 4 4

Prerequisite: None

Corequisite: 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.

# HISTORY

		Hours Per Week		
		Class	Lab	Credit
<b>HIS 115</b>	<b>Introduction to Global History</b>	3	0	3
Prerequisite: None				
Corequisite: None				
This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>				
<b>HIS 121</b>	<b>Western Civilization I</b>	3	0	3
Prerequisite: None				
Corequisite: None				
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>				
<b>HIS 122</b>	<b>Western Civilization II</b>	3	0	3
Prerequisite: None				
Corequisite: None				
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>				
<b>HIS 131</b>	<b>American History I</b>	3	0	3
Prerequisite: None				
Corequisite: None				
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>				

**HIS 132 American History II** 3 0 3

Prerequisite: None

Corequisite: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 162 Women and History** 3 0 3

Prerequisite: HIS 131 or HIS 132

Corequisite: None

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. Special emphasis is placed on women and the American experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**HIS 221 African-American History** 3 0 3

Prerequisite: HIS 131 or HIS 132

Corequisite: None

This course is a study of African-Americans from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African-Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African-Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**HIS 231 Recent American History** 3 0 3

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## HUMANITIES

	Hours Per Week		
	Class	Lab	Credit
<b>HUM 130 Myth in Human Culture</b>	3	0	3
Prerequisite:    ENG 111			
Corequisite:     None			
<p>This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i></p>			
<b>HUM 160 Introduction to Film</b>	2	2	3
Prerequisite:    ENG 111			
Corequisite:     None			
<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>			
<b>HUM 211 Humanities I</b>	3	0	3
Prerequisite:    ENG 111			
Corequisite:     None			
<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>			
<b>HUM 212 Humanities II</b>	3	0	3
Prerequisite:    ENG 111			
Corequisite:     None			
<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>			

# HYDRAULICS

	Hours Per Week		
	Class	Lab	Credit
<b>HYD 112 Hydraulics/Medium/Heavy Duty</b>	1	2	2

Prerequisite: None

Corequisite: 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 110 Workplace Safety**

1	0	1
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Prerequisites: None

Corequisites: None

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

**ISC 115 Construction Safety**

2	0	2
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Prerequisite: None

Corequisite: 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.

## INTERNET TECHNOLOGIES

		Hours Per Week		
		Class	Lab	Credit
<b>ITN 140</b>	<b>Web Development Tools</b>	2	2	3

Prerequisites: None

Corequisites: None

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

## JOURNALISM

Hours Per Week		
Class	Lab	Credit

<b>JOU 110 Introduction to Journalism</b>	3	0	3
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Prerequisite: ENG 112 or ENG 113 or ENG 114

Corequisite: None

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## LEGAL EDUCATION

	Hours Per Week		
	Class	Lab	Credit
<b>LEX 110 Introduction to Paralegal Study</b>	2	0	2
Prerequisite: None			
Corequisite: None			
<p>This course introduces the paralegal profession and the legal system, 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 paralegals.</p>			
<b>LEX 120 Legal Research/Writing I</b>	2	2	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>LEX 121 Legal Research/Writing II</b>	2	2	3
Prerequisite: LEX 120			
Corequisite: None			
<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>			
<b>LEX 130 Civil Injuries</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>LEX 140 Civil Litigation I</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions.</p>			

**LEX 141 Civil Litigation II** 2 2 3

Prerequisite: LEX 140

Corequisite: None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

**LEX 150 Commercial Law I** 2 2 3

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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** 3 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: LEX 210

Corequisite: 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 reconcili-

ation.

**LEX 214 Investigation and Trial Preparation** 1 4 3

Prerequisite: None

Corequisite: None

This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

**LEX 220 Corporate Law** 2 0 2

Prerequisite: None

Corequisite: 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** 3 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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, stu-

dents 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

Prerequisite: None

Corequisite: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

**LEX 271 Law Office Writing** 1 2 2

Prerequisite: None

Corequisite: 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

Prerequisite: None

Corequisite: 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 paralegal's role in the ethical practice of law.

**LEX 285 Workers' Comp Law** 2 0 2

Prerequisite: None

Corequisite: 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.

## MATHEMATICS

	Hours Per Week		
	Class	Lab	Credit
<b>MAT 050 Basic Math Skills</b>	3	2	4
Prerequisite: None			
Corequisite: 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.			
<b>MAT 060 Essential Mathematics</b>	3	2	4
Prerequisite: MAT 050			
Corequisite: 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.			
<b>MAT 070 Introductory Algebra</b>	3	2	4
Prerequisite: MAT 060			
Corequisite: None			
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.			
<b>MAT 080 Intermediate Algebra</b>	3	2	4
Prerequisite: MAT 070			
Corequisite: None			
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.			
<b>MAT 090 Accelerated Algebra</b>	3	2	4
Prerequisite: MAT 060			
Corequisite: None			
This course covers algebraic concepts with emphasis on applications. Topics			



include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

**MAT 101 Applied Mathematics I** 2 2 3

Prerequisite: MAT 060

Corequisite: 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.

**MAT 102 Applied Mathematics II** 2 2 3

Prerequisite: MAT 101

Corequisite: 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.

**MAT 110 Mathematical Measurement** 2 2 3

Prerequisite: MAT 070

Corequisite: 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

Prerequisite: MAT 070

Corequisite: 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

Prerequisite: MAT 070

Corequisite: None

This course provides an integrated approach to technology and the skills re-

quired to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

**MAT 122 Algebra/Trigonometry II** 2 2 3

Prerequisite: MAT 121

Corequisite: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

**MAT 140 Survey of Mathematics** 3 0 3

Prerequisite: MAT 070

Corequisite: 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

Prerequisite: MAT 070

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 141 Math I for Teachers/K-9** 3 0 3

Prerequisite: MAT 080 or MAT 090

Corequisite: MAT 141A

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

**MAT 141A Math I for Teachers/K-9 Lab** 0 2 1

Prerequisite: MAT 080 or MAT 090

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 142 Math II for Teachers/K-9** 3 0 3

Prerequisite: MAT 141

Corequisite: MAT 142A

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

**MAT 142A Math II for Teachers/K-9 Lab** 0 2 1

Prerequisite: MAT 141

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 151 Statistics I** 3 0 3

Prerequisite: MAT 080 or MAT 090

Corequisite: MAT 151A

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

Prerequisite: MAT 080 or MAT 090

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 161 College Algebra** 3 0 3

Prerequisite: MAT 080 or MAT 090

Corequisite: MAT 161A

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving 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 for the Associate in Arts Degree.*

**MAT 161A College Algebra Lab** 0 2 1

Prerequisite: MAT 080 or MAT 090

Corequisite: MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 171 Precalculus Algebra** 3 0 3

Prerequisite: MAT 080 or MAT 090

Corequisite: MAT 171A

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

Prerequisite: MAT 080 or MAT 090

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 172 Precalculus Trigonometry** 3 0 3

Prerequisite: MAT 171

Corequisite: MAT 172A

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and

applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *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

Prerequisite: MAT 171

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 175 Precalculus** 4 0 4

Prerequisite: MAT 080 or MAT 090

Corequisite: MAT 175A

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

Prerequisite: MAT 080 or MAT 090

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 263 Brief Calculus** 3 0 3

Prerequisite: MAT 161

Corequisite: None

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 263A Brief Calculus Lab** 0 2 1

Prerequisite: MAT 161

Corequisite: MAT 263

This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 271 Calculus I** 3 2 4

Prerequisite: MAT 172 or MAT 175

Corequisite: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 272 Calculus II** 3 2 4

Prerequisite: MAT 271

Corequisite: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 273 Calculus III** 3 2 4

Prerequisite: MAT 272

Corequisite: 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 280 Linear Algebra** 3 0 3

Prerequisite: MAT 271

Corequisite: 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 transforma-

tions in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 285      Differential Equations**

3            0            3

Prerequisite:    MAT 272

Corequisite:     None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## MARKETING

	Hours Per Week		
	Class	Lab	Credit
<b>MKT 120 Principles of Marketing</b>	3	0	3
Prerequisite: BUS 110			
Corequisite: None			
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.			
<b>MKT 121 Retailing</b>	3	0	3
Prerequisite: None			
Corequisite: None			
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.			
<b>MKT 123 Fundamentals of Selling</b>	3	0	3
Prerequisite: None			
Corequisite: None			
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.			
<b>MKT 220 Advertising and Sales Promotion</b>	3	0	3
Prerequisite: None			
Corequisite: None			
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.			
<b>MKT 222 Credit Procedures</b>	3	0	3
Prerequisite: None			
Corequisite: None			
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.			



**MKT 224 International Marketing**

3 0 3

Prerequisite: MKT 120

Corequisite: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

## MEDICAL LABORATORY

	Hours Per Week			
	Class	Lab	Clinic	Credit
<b>MLT 110 Introduction to MLT</b>	2	3	0	3
Prerequisite: Enrollment in the Medical Laboratory Technology program				
Corequisite: 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.				
<b>MLT 111 Urinalysis and Body Fluids</b>	1	3	0	2
Prerequisite: Enrollment in the Medical Laboratory Technology program				
Corequisite: 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.				
<b>MLT 115 Laboratory Calculations</b>	2	0	0	2
Prerequisite: Enrollment in the Medical Laboratory Technology program				
Corequisite: 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.				
<b>MLT 120 Hematology/Hemostasis I</b>	3	3	0	4
Prerequisite: Enrollment in the Medical Laboratory Technology program				
Corequisite: 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.				
<b>MLT 125 Immunohematology I</b>	4	3	0	5
Prerequisite: Enrollment in the Medical Laboratory Technology program				
Corequisite: 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 im-				

munological and blood bank procedures.

**MLT 130 Clinical Chemistry I** 3 3 0 4

Prerequisite: Enrollment in the Medical Laboratory Technology program

Corequisite: 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

Prerequisite: Enrollment in the Medical Laboratory Technology program

Corequisite: 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

Prerequisite: Enrollment in the Medical Laboratory Technology program

Corequisite: 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

Prerequisite: MLT 140

Corequisite: 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

Prerequisite: Enrollment in the Medical Laboratory Technology program

Corequisite: 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

Prerequisite: Enrollment in the Medical Laboratory Technology program

Corequisite: 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

Prerequisite: Enrollment in the Medical Laboratory Technology program

Corequisite: 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
<b>MUS 110</b>	<b>Music Appreciation</b>	3	0	3
Prerequisite: None				
Corequisite: 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>				
<b>MUS 121</b>	<b>Music Theory I</b>	3	2	4
Prerequisite: None				
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>				
<b>MUS 122</b>	<b>Music Theory II</b>	3	2	4
Prerequisite: MUS 121				
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>				
<b>MUS 123</b>	<b>Music Composition</b>	0	2	1
Prerequisite: MUS 121				
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>				
<b>MUS 131</b>	<b>Chorus I</b>	0	2	1
Prerequisite: Appropriate vocal proficiency				
Corequisite: None				
This course provides an opportunity to gain experience singing in a chorus. Em-				

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

**MUS 132 Chorus II** 0 2 1

Prerequisite: MUS 131

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 133 Band I** 0 2 1

Prerequisite: Audition

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 134 Band II** 0 2 1

Prerequisite: MUS 133

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 137 Orchestra I** 0 2 1

Prerequisites: None

Corequisites: None

This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 138 Orchestra II** 0 2 1

Prerequisites: MUS 137

Corequisites: None

This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 141 Ensemble I** 0 2 1

Prerequisite: Audition

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 142 Ensemble II** 0 2 1

Prerequisite: MUS 141

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 151 Class Music I** 0 2 1

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Register in one of the following areas:

Instrument	Suffix
Classical Guitar	G
Piano	P
Voice	V

**MUS 152 Class Music II** 0 2 1

Prerequisite: MUS 151

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Register in one of the following areas:

Instrument	Suffix
Classical Guitar	G
Piano	P
Voice	V

**MUS 161 Applied Music I** 1 2 2

Prerequisite: Audition

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

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** 1 2 2

Prerequisite: MUS 161

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

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 175 Recording Techniques I** 2 0 2

Prerequisites: None

Corequisites: None

This course introduces the recording studio from an artistic and operational point of view. Emphasis is placed on audio consoles, microphones, multi-track recorders, and echo chambers. Upon completion, students should be able to demonstrate understanding of operation and function of recording equipment and its relationship to musician, sound engineer, and producer. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 213 Opera and Musical Theatre** 3 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: MUS 122

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 222 Music Theory IV** 3 2 4

Prerequisite: MUS 221

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

<b>MUS 231</b>	<b>Chorus III</b>	0	2	1
Prerequisite: MUS 132				
Corequisite: None				
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>				
<b>MUS 232</b>	<b>Chorus IV</b>	0	2	1
Prerequisite: MUS 231				
Corequisite: None				
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>				
<b>MUS 233</b>	<b>Band III</b>	0	2	1
Prerequisite: MUS 134				
Corequisite: None				
This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>				
<b>MUS 234</b>	<b>Band IV</b>	0	2	1
Prerequisite: MUS 233				
Corequisite: None				
This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>				
<b>MUS 237</b>	<b>Orchestra III</b>	0	2	1
Prerequisites: MUS 138				
Corequisites: None				
This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>				

**MUS 238 Orchestra IV** 0 2 1

Prerequisites: MUS 237

Corequisites: None

This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 241 Ensemble III** 0 2 1

Prerequisite: MUS 142

Corequisite: None

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 242 Ensemble IV** 0 2 1

Prerequisite: MUS 241

Corequisite: None

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 261 Applied Music III** 1 2 2

Prerequisite: MUS 162

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

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**

1 2 2

Prerequisite: MUS 261

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

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

## NURSING ASSISTANT

	Hours Per Week			
	Class	Lab	Clinic	Credit
<b>NAS 101 Nursing Assistant I</b>	3	2	3	5
Prerequisite: High school diploma or GED				
Corequisite: 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.				
<b>NAS 102 Nursing Assistant II</b>	3	2	6	6
Prerequisite: High school diploma or GED and currently eligible to be listed as NA I with State of North Carolina				
Corequisite: 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.				
<b>NAS 103 Home Health Care</b>	2	0	0	2
Prerequisite: High school diploma or GED				
Corequisite: 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.				
<b>NAS 105 Life Span Changes</b>	2	0	0	2
Prerequisite: High school diploma or GED				
Corequisite: 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.				

# NETWORKING TECHNOLOGY

	Hours Per Week		
	Class	Lab	Credit
<b>NET 110 Data Communication/Networking</b> Prerequisite: CIS 110 Corequisite: 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.	2	2	3
<b>NET 120 Network Installation/Administration I</b> Prerequisite: NET 110 Corequisite: 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.	2	2	3
<b>NET 125 Routing and Switching I</b> Prerequisites: None Corequisites: None This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types.	1	4	3
<b>NET 126 Routing and Switching II</b> Prerequisites: NET 125 Corequisites: None This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses.	1	4	3
<b>NET 220 Network Installation/Administration II</b> Prerequisites: NET 120 Corequisites: None This course covers advanced network installation and administration concepts and procedures. Topics include basic network troubleshooting techniques, advanced print services, traffic management, security, backup, multiple protocol support, server configuration options, fault tolerance, and inter-network options. Upon completion, students should be able to demonstrate understanding of advanced management of departmental networks.	2	2	3

## NURSING

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>NUR 101</b>	<b>Practical Nursing I</b>	7	6	6	11
Prerequisite: BIO 106, CIS 111, ENG 101, PSY 150					
Corequisite: NUR 118					
<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.</p>					
<b>NUR 102</b>	<b>Practical Nursing II</b>	8	0	12	12
Prerequisite: NUR 101					
Corequisite: 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.</p>					
<b>NUR 103</b>	<b>Practical Nursing III</b>	6	0	12	10
Prerequisite: NUR 102A					
Corequisite: 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 and gerontological practice settings.</p>					
<b>NUR 115</b>	<b>Fundamentals of Nursing</b>	2	3	6	5
Prerequisite: Admission to the Associate Degree Nursing program					
Corequisite: BIO 168, NUR 117, 118, PSY 150					
<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: BIO 169, NUR 135, PSY 241

Corequisites: ENG 114, NUR 125

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 117 Pharmacology** 1 3 0 2

Prerequisite: None

Corequisite: None

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

**NUR 118 Nutrition/Diet Therapy** 2 0 0 2

Prerequisite: Permission of Instructor

Corequisite: 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

Prerequisite: BIO 169, NUR 135, PSY 241

Corequisite: ENG 114, NUR 116

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 135 Adult Nursing I** 5 3 9 9

Prerequisite: BIO 168, NUR 115, 117, 118, PSY 150

Corequisite: BIO 169, PSY 241

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

Prerequisite: BIO 169, NUR 135, PSY 241, or Permission of Instructor

Corequisite: 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 189 Nursing Transition** 1 3 0 2

Prerequisite: None

Corequisite: None

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

**NUR 233 Leadership in Nursing** 2 0 0 2

Prerequisite: ENG 114, NUR 116, NUR 125, NUR 135

Corequisite: NUR 235

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

Prerequisite: ENG 114, NUR 116, NUR 125, NUR 135

Corequisite: NUR 233

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
<b>OST 131</b>	<b>Keyboarding</b>	1	2	2
Prerequisite: None				
Corequisite: 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.				
<b>OST 134</b>	<b>Text Entry and Formatting</b>	2	2	3
Prerequisite: OST 131				
Corequisite: 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 mail-able documents and key timed writings at speeds commensurate with employability.				
<b>OST 135</b>	<b>Advanced Text Entry &amp; Format</b>	3	2	4
Prerequisites: OST 134				
Corequisites: None				
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.				
<b>OST 136</b>	<b>Word Processing</b>	1	2	2
Prerequisite: OST 131				
Corequisite: 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.				
<b>OST 137</b>	<b>Office Software Applications</b>	1	2	2
Prerequisite: None				
Corequisite: 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.				
<b>OST 141</b>	<b>Medical Terminology I-Medical Office</b>	3	0	3
Prerequisite: None				
Corequisite: 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

Prerequisite: OST 141

Corequisite: None

This course is a continuation of OST 141 and continues the study, using a language-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

Prerequisite: None

Corequisite: 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.

**OST 149 Medical Legal Issues** 3 0 3

Prerequisite: None

Corequisite: 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.

**OST 162 Executive Terminology** 3 0 3

Prerequisite: None

Corequisite: None

This course is designed to increase and improve proficiency in word usage. Topics 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

Prerequisite: None

Corequisite: None

This course provides a comprehensive study of editing skills needed in the work-

place. 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

Prerequisite: None

Corequisite: 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

Prerequisite: OST 134 and OST 136 and OST 164

Corequisite: 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

Prerequisite: OST 223

Corequisite: 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

Prerequisite: OST 136

Corequisite: 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 Processing** 2 2 3

Prerequisite: OST 136

Corequisite: 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

Prerequisite: OST 141

Corequisite: 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.

**OST 243 Medical Office Simulation** 2 2 3

Prerequisite: OST 131 and OST 148

Corequisite: 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.

**OST 248 Diagnostic Coding** 1 2 2

Prerequisites: OST 142

Corequisites: None

This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.

**OST 286 Professional Development** 3 0 3

Prerequisite: None

Corequisite: 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

Prerequisite: OST 134 and OST 136 and OST 164

Corequisite: 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
<b>PED 110 Fit and Well for Life</b> Prerequisite: None Corequisite: None This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>	1	2	2
<b>PED 111 Physical Fitness I</b> Prerequisite: None Corequisite: None 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>	0	3	1
<b>PED 112 Physical Fitness II</b> Prerequisite: PED 111 Corequisite: None 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>	0	3	1
<b>PED 115 Step Aerobics I</b> Prerequisite: None Corequisite: None 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>	0	3	1
<b>PED 116 Step Aerobics II</b> Prerequisites: PED 115 Corequisites: None This course provides a continuation of step aerobics. Emphasis is placed on a	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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 117 Weight Training I** 0 3 1

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

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

**PED 119 Circuit Training** 0 3 1

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 120 Walking for Fitness** 0 3 1

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 121 Walk, Jog, Run** 0 3 1

Prerequisites: None

Corequisites: None

This course covers the basic concepts involved in safely and effectively improving

cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 122 Yoga I** 0 2 1

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 124 Run, Swim, Cycle** 0 3 1

Prerequisite: Demonstrated swimming ability

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 125 Self-Defense-Beginning** 0 2 1

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 128 Golf-Beginning** 0 2 1

Prerequisites: None

Corequisites: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 130 Tennis-Beginning** 0 2 1

Prerequisite: None

Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 131 Tennis-Intermediate** 0 2 1

Prerequisite: PED 130

Corequisite: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

**PED 132 Racquetball-Beginning** 0 2 1

Prerequisite: None

Corequisite: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 138 Archery** 0 2 1

Prerequisite: None

Corequisite: None

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 139 Bowling-Beginning** 0 2 1

Prerequisite: None

Corequisite: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 143 Volleyball-Beginning** 0 2 1

Prerequisite: None

Corequisite: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

<b>PED 144 Volleyball-Intermediate</b>	0	2	1
Prerequisite: PED 143			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>PED 147 Soccer</b>	0	2	1
Prerequisite: None			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>PED 148 Softball</b>	0	2	1
Prerequisite: None			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>PED 152 Swimming-Beginning</b>	0	2	1
Prerequisite: None			
Corequisite: None			
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>PED 153 Swimming-Intermediate</b>	0	2	1
Prerequisite: PED 152			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			

<b>PED 155 Water Aerobics</b>	0	3	1
Prerequisite: None			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>PED 163* Kayaking-Basic</b>	0	2	1
Prerequisite: PED 152			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
*Travel time is often needed for PED 163. Students should not schedule other classes immediately (30 minutes) before or after this course.			
<b>PED 178 In-line Skating</b>	0	2	1
Prerequisite: None			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>PED 180 Cycling</b>	0	2	1
Prerequisite: None			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>PED 210 Team Sports</b>	0	3	1
Prerequisites: None			
Corequisites: None			
This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. <i>This course has been approved to satisfy the Comprehensive</i>			

*Articulation Agreement pre-major and/or elective course requirement.*

**PED 220 Exercise for Phys Challenged** 0 2 1

Prerequisite: None

Corequisite: None

This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well being. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 240 Advanced PE Skills** 0 2 1

Prerequisite: None

Corequisite: None

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 260 Lifeguard Training** 1 2 2

Prerequisite: PED 153

Corequisite: None

This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## PHILOSOPHY

Hours Per Week		
Class	Lab	Credit
3	0	3

### **PHI 215 Philosophical Issues**

Prerequisite: ENG 111

Corequisite: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## PHYSICS

	Hours Per Week		
	Class	Lab	Credit
<b>PHY 121 Applied Physics I</b>	3	2	4
Prerequisite: MAT 060			
Corequisite: None			
<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>			
<b>PHY 131 Physics-Mechanics</b>	3	2	4
Prerequisite: MAT 121 or MAT 161			
Corequisite: None			
<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>			
<b>PHY 151 College Physics I</b>	3	2	4
Prerequisite: MAT 161 or MAT 171			
Corequisite: None			
<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>			
<b>PHY 152 College Physics II</b>	3	2	4
Prerequisite: PHY 151			
Corequisite: None			
<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>			

<b>PHY 153 Modern Topics in Physics</b>	3	2	4
Prerequisite: PHY 151			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>PHY 251 General Physics I</b>	3	3	4
Prerequisite: MAT 271			
Corequisite: 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>			
<b>PHY 252 General Physics II</b>	3	3	4
Prerequisite: MAT 272 or PHY 251			
Corequisite: 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>			
<b>PHY 253 Modern Physics</b>	3	3	4
Prerequisite: PHY 251			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			

## POLITICAL SCIENCE

	Hours Per Week		
	Class	Lab	Credit
<b>POL 110 Introduction Political Science</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>POL 120 American Government</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>POL 130 State and Local Government</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>			
<b>POL 210 Comparative Government</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>			



*lation Agreement general education core requirement in social/behavioral sciences.*

**POL 220 International Relations**

3 0 3

Prerequisite: None

Corequisite: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

## PSYCHOLOGY

	Hours Per Week		
	Class	Lab	Credit
<p><b>PSY 118 Interpersonal Psychology</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p> <p>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.</p>	3	0	3
<p><b>PSY 150 General Psychology</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p> <p>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></p>	3	0	3
<p><b>PSY 211 Psychology of Adjustment</b></p> <p>Prerequisite: PSY 150</p> <p>Corequisite: None</p> <p>This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>	3	0	3
<p><b>PSY 241 Developmental Psychology</b></p> <p>Prerequisite: PSY 150</p> <p>Corequisite: None</p> <p>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</i></p>	3	0	3

sciences.

**PSY 281 Abnormal Psychology**

3 0 3

Prerequisite: PSY 150

Corequisite: 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.*

## READING

	Hours Per Week		
	Class	Lab	Credit
<b>RED 080 Introduction to College Reading</b>	3	2	4
Prerequisite: None			
Corequisite: None			
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.			
<b>RED 090 Improved College Reading</b>	3	2	4
Prerequisite: RED 080			
Corequisite: None			
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written materials. Upon completion, students should be able to comprehend and analyze college-level reading material.			
<b>RED 111 Critical Reading for College</b>	3	0	3
Prerequisite: None			
Corequisite: None			
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. (This course is not offered for college transfer credit at this time.)			

## RELIGION

	Hours Per Week		
	Class	Lab	Credit
<b>REL 211 Introduction to Old Testament</b>	3	0	3
Prerequisite: None			
Corequisite: None			
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			
<b>REL 212 Introduction to New Testament</b>	3	0	3
Prerequisite: None			
Corequisite: None			
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			

## SOCIOLOGY

	Hours Per Week		
	Class	Lab	Credit
<b>SOC 210 Introduction to Sociology</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>SOC 213 Sociology of the Family</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>SOC 220 Social Problems</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<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>			
<b>SOC 225 Social Diversity</b>	3	0	3
Prerequisite: None			
Corequisite: None			
<p>This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerances. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i></p>			

**SOC 240 Social Psychology**

3 0 3

Prerequisite: None

Corequisite: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**SOC 242 Sociology of Deviance**

3 0 3

Prerequisites: None

Corequisites: None

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## SPANISH

	Hours Per Week		
	Class	Lab	Credit
<p><b>SPA 110 Introduction to Spanish</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p> <p>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.</p> <p>(This course is not offered for college transfer credit at this time.)</p>	2	0	2
<p><b>SPA 111 Elementary Spanish I</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p> <p>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></p>	3	0	3
<p><b>SPA 112 Elementary Spanish II</b></p> <p>Prerequisite: SPA 111</p> <p>Corequisite: None</p> <p>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></p>	3	0	3
<p><b>SPA 120 Spanish for the Workplace</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p> <p>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.</p>	3	0	3



<b>SPA 211 Intermediate Spanish I</b>	3	0	3
Prerequisite: SPA 112			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			
<b>SPA 212 Intermediate Spanish II</b>	3	0	3
Prerequisite: SPA 211			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>			
<b>SPA 221 Spanish Conversation</b>	3	0	3
Prerequisite: SPA 212			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			
<b>SPA 231 Reading and Composition</b>	3	0	3
Prerequisite: SPA 212			
Corequisite: 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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>			

# SURGICAL TECHNOLOGY

	Hours Per Week			
	Class	Lab	Clinic	Credit
<b>SUR 110 Intro to Surgical Technology</b>	3	0	0	3
Prerequisite: None				
Corequisite: SUR 111				
<p>This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include historical development, professional behaviors, medical terminology, interdepartmental/peer/relationships, operating room environment/safety, pharmacology, anesthesia, incision sites, and physiology of wound healing. Upon completion, student should be able to apply theoretical knowledge of the course topics to the operative environment.</p>				
<b>SUR 111 Perioperative Patient Care</b>	5	6	0	7
Prerequisite: None				
Corequisite: SUR 110				
<p>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.</p>				
<b>SUR 122 Surgical Procedures I</b>	5	3	0	6
Prerequisite: SUR 110 and SUR 111				
Corequisite: SUR 123 or CSP 101				
<p>This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.</p>				
<b>SUR 123 SUR Clinical Practice I</b>	0	0	21	7
Prerequisite: SUR 110 and SUR 111				
Corequisite: SUR 122				
<p>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.</p>				
<b>SUR 134 Surgical Procedures II</b>	5	0	0	5
Prerequisite: SUR 123 or CSP 101				
Corequisite: None				
<p>This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic,</p>				

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

Prerequisite: SUR 123

Corequisite: SUR 134 and SUR 137

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

Prerequisite: SUR 123

Corequisite: 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.

**SUR 210 Advanced SUR Clinical Practice** 0 0 6 2

Prerequisites: SUR 137

Corequisites: SUR 211

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

**SUR 211 Advanced Theoretical Concepts** 2 0 0 2

Prerequisites: SUR 137

Corequisites: SUR 210

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

## WELDING

	Hours Per Week		
	Class	Lab	Credit
<b>WLD 110 Cutting Processes</b>	1	3	2
Prerequisite: None			
Corequisite: None			
<p>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.</p>			
<b>WLD 112 Basic Welding Processes</b>	1	3	2
Prerequisite: None			
Corequisite: None			
<p>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.</p>			
<b>WLD 115 SMAW (Stick) Plate</b>	2	9	5
Prerequisite: None			
Corequisite: None			
<p>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.</p>			
<b>WLD 116 SMAW (Stick) Plate/Pipe</b>	1	9	4
Prerequisite: WLD 115			
Corequisite: None			
<p>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.</p>			
<b>WLD 121 GMAW (MIG) FCAW/Plate</b>	2	6	4
Prerequisite: None			
Corequisite: None			
<p>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.</p>			

<b>WLD 131 GTAW (TIG) Plate</b>	2	6	4
Prerequisite: None			
Corequisite: 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.			
<b>WLD 141 Symbols &amp; Specifications</b>	2	2	3
Prerequisite: None			
Corequisite: 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.			
<b>WLD 215 SMAW (Stick) Pipe</b>	1	9	4
Prerequisite: WLD 115 or WLD 116			
Corequisite: 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.			
<b>WLD 261 Certification Practices</b>	1	3	2
Prerequisite: WLD 115 or WLD 121 or WLD 131			
Corequisite: 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.			
<b>WLD 262 Inspection &amp; Testing</b>	2	2	3
Prerequisite: None			
Corequisite: 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 a 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 thereby 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

# NOTES

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