Coastal Carolina Community College
Jacksonville, North Carolina

College Catalog
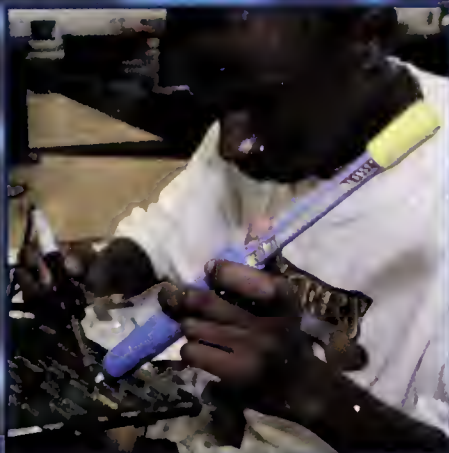
2005-2006

MISSION

As a member of the North Carolina Community College System, Coastal Carolina Community College provides opportunities for quality post-secondary education, workforce training and lifelong learning for the civilian and military population of Onslow County, within the limits of available resources. Coastal values academic excellence, focuses on learning outcomes and student success, provides leadership for community cooperation and actively promotes the economic development of Onslow County.

Coastal Carolina Community College provides:

- Associate Degrees, Diplomas and Certificates

- Workforce Development

- Customized Training

- Developmental Education and Adult Basic Skills

- Accessible Education Including Distance Learning

- Lifelong Learning

- Personal and Cultural Enrichment

- Comprehensive Student Support

- An Aggressive Program of Economic Development

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COASTAL CAROLINA COMMUNITY COLLEGE
ACADEMIC CALENDAR

Note: Fall and Spring Semesters include a four day formal exam period. The ten week summer session includes a two day formal exam period. Five week sessions do not include a formal exam period.

SUMMER SEMESTER 2005

May 16	Monday	Summer Semester Full (10 week) and First (5 week) Session Begins
May 30	Monday	Memorial Day Holiday
June 17	Friday	First (5 week) Session Ends
June 20-24	Monday-Friday	Summer Break (Curriculum classes only)
June 29	Wednesday	Second (5 week) Session Begins
July 4	Monday	Independence Day Holiday
August 3	Wednesday	Full (10 week) and Second (5 week) Session Ends
August 4	Thursday	Weather day, if needed

FALL SEMESTER 2005

August 11-12	Thursday-Friday	Faculty Workshops
August 15	Monday	Fall Semester Begins
September 5	Monday	Labor Day Holiday
October 10-11	Monday-Tuesday	Fall Break (Curriculum classes only/weather days)
November 11	Friday	Veterans' Day Holiday
November 23	Wednesday	Thanksgiving Break (Curriculum classes only)
November 24-25	Thursday-Friday	Thanksgiving Holidays
December 15	Thursday	Fall Semester Ends
December 16	Friday	Weather day, if needed

SPRING SEMESTER 2006

January 4	Wednesday	Faculty Workshops
January 5	Thursday	Spring Semester Begins
January 16	Monday	Martin Luther King, Jr. Holiday
April 10-13	Monday-Thursday	Spring Break
April 14	Friday	Good Friday Holiday
April 17	Monday	Easter Break (Curriculum classes only/weather day)
May 9	Tuesday	Spring Semester Ends
May 10	Wednesday	Weather day, if needed
May 20	Saturday	Graduation

SUMMER SEMESTER 2006

May 16	Tuesday	Full (10 week) and First (5 week) Session Begins
May 29	Monday	Memorial Day Holiday
June 20	Tuesday	First (5 week) Session Ends
June 21-23	Wednesday-Friday	Summer Break (Curriculum classes only)
June 27	Tuesday	Second (5 week) Session Begins
July 3	Monday	Break (Curriculum classes only)
July 4	Tuesday	Independence Day Holiday
August 2	Wednesday	Full (10 week) and Second (5 week) Session Ends
August 3	Thursday	Weather day, if needed

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.

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 Hugh A. 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

The publication of this information is to allow inquiry into the institution's accreditation status, not for general admission information.

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 (8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631-3415: Telephone Number 773-714-8880)

North Carolina Community College System

American Dental Association

Approved-N.C.State Board of Education

Approved-N.C.Board of Nursing

Commission on Accreditation of Allied Health Education Programs

North Carolina Community College System 2004 Critical Success Factors

Factor I: Core Indicators of Student Success

(PERFORMANCE MEASURES AND STANDARDS)

In response to a special provision of the NC General Assembly, the State Board of Community Colleges approved, in 1999, twelve performance measures and standards to enhance accountability in North Carolina community colleges. Each college is required to annually publish its performance ratings on these twelve measures. The results for 2002-03, as shown in the NC Community College System's 2004 *Critical Success Factors*, are as follows:

Criteria and Outcomes for 2004 CSF Report
Performance Funding and Accountability Measures

1. **Progress of Basic Skills Students**
   - Composite Measure
        progressing within level
        completing level entered or predetermined goal
        completing level and advancing to next level
   - Data Source: LEIS
   - Standard: 75%

   Coastal's 2002-03 performance level: 76% made progress

2. **Passing Rates on Licensure & Certification Exams**
   - Passing Rate—First Time Test Takers
   - Data Source: Licensing Agencies
   - Standard:
        Aggregate Institutional Passing Rate—80%
        Exam Specific Passing Rate—70%

   Coastal's 2002-03 performance level: 92% aggregate

3. **Goal Completion for Completers**
   - Percent Achieving Goal
   - Data Source: College Survey (must have a 50% response rate or statistically significant sample size)
   - Standard: 95%

   Coastal's 2002-03 performance level:
   99% completers achieved goal

4. **Employment Status of Graduates**
   - Employment Rate
   - Data Source: Common Follow-up System
   - Standard: 95%, adjusted for local unemployment rates

   Coastal's 2002-03 performance level: 96.6% employed

5. **Performance of College Transfer Students**
   - Percent with an overall GPA of 2.0 or higher after one academic year at a UNC institution
   - Data Source: UNC-GA Transfer Student Performance Report
   - Standard: 85.9%

   Coastal's 2002-03 performance level: 89.3% of total cohorts

6. **Passing Rates of Students in Developmental Courses**
   - Passing rates for all courses coded as developmental
   - Data Source: Developmental Student Data System
   - Standard: 70%

   Coastal's 2002-03 performance level: 77% earned a grade of "C" or better

7. **Success Rate of Developmental Students in Subsequent College-Level Courses**
   - Cumulative GPA of 2.0 or higher after completing 15 semester hours
   - Data Source: College Data Files
   - Standard: Statistically equivalent to non-developmental students

   Coastal's 2002-03 performance level:
   95% Developmental Performance
   94% Non-Developmental Performance
   Result = no significant difference

8. **Satisfaction of Program Completers & Non-Completers**
   - Satisfaction with quality of college programs
   - Data Source: College Survey
   - Standard: 90%

   Coastal's 2002-03 performance level: 96% satisfaction

9. **Curriculum Student Retention & Graduation**
   - Composite Measure:
     Number completing a curriculum program with a certificate, diploma, or degree
     Number who have not completed a program but who are continuing enrollment in either curriculum or occupational extension programs
   - Data Source: College Data Files
   - Standard: 60%

   Coastal's 2002-03 performance level: 65% retained or graduated

10. **Employer Satisfaction with Graduates**
    - Employer satisfaction
    - Data Source: State level survey
    - Standard: 85%

    Coastal's 2002-03 performance level: 94% reported satisfaction

11. **Client Satisfaction with Customized Training**
    - Client Satisfaction
    - Data Source: College Survey
    - Standard: 90%

    Coastal's 2002-03 performance level: 100% reported satisfaction

12. **Program Unduplicated Headcount Enrollment**
    - Unduplicated Headcount
    - Data Source: Curriculum Registration Data File
    - Standard: 3-year average of 10 students

    Coastal's 2002-03 performance level:
    Number of programs with 3-year average headcount less than ten students: 0

Coastal Carolina Community College met or exceeded all twelve (12) Performance Standards, resulting in superior performance designation.

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; C. Louis Shields 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 C. Louis Shields Learning Resources Center (Library) is designed to serve the needs of the students, faculty, staff of the college, and Onslow County residents. 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 C. Louis Shields Learning Learning Resources Center contains 41,000 volumes in general, technical, and vocational fields, and subscribes to more than 200 periodicals. For research purposes, there are 12,000 reels of microfilm of older periodicals.

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

The staff consists of six full-time and one part-time staff members, plus student help. Two full-time media support personnel associated with the college's Institutional Computing Section are also available to support students and staff.

The C. Louis Shields Learning Resources Center hours are from 7:45 a.m. to 9:45 p.m. Monday through Thursday, 7:45 a.m. to 4:45 p.m. on Friday, and 9:00 a.m. to 4:45 p.m. on Saturday. During semester breaks, hours

vary.

COMPUTER SKILLS LABORATORIES

The Computer Skills Laboratories, located in the Kenneth B. Hurst Continuing Education Building, Hugh A. Ragsdale Building, and the Health Occupation Science Building are available for use by CCCC students, faculty, and staff. Laboratory coordinators are available to assist persons who want to make use of IBM microcomputers or the AS/400 computer. Schedules are posted on the classroom doors each semester showing when the laboratories are open and when the laboratory coordinators are available. The Computer Skills Laboratories are available to the users at no cost.

DISTANCE LEARNING

Coastal Carolina Community College offers opportunities for completion of courses outside the traditional classroom via the Internet, the North Carolina Information Highway and blended courses. Distance Learning courses meet academic standards established by the North Carolina Community College System and are accepted as part of the graduation requirement for an approved degree, diploma, or certificate.

Curriculum credit for distance learning courses is equivalent in credit hours to on-campus sections of the same courses listed in the college catalog. Students who are most successful in distance learning courses are self-motivated and enjoy independent study.

Students enrolled in distance learning courses pay tuition and student fees in accordance to residence status requirements and study under the college's rules and regulations. Students are provided access to faculty, student services, and the C. Louis Shields Learning Resources Center (Library). Some Internet courses may require students to secure access to specific computer resources. Instructions and procedures for executing Internet courses are provided to students upon their registration. Regular contact with the course instructor is required. Students should contact the appropriate program area department for additional information.

ACADEMIC STUDIES CENTER

The Academic Studies Center is 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 location to register for Basic Skills Education and 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 8:00 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 COLLEGE STORE

The College Store, also located in the Student Center, provides required textbooks, study materials, and supplies. Business hours are Monday through Thursday 8:00 a.m.-6:00 p.m., and Friday 8:00 a.m.-3:00 p.m. The College Store is open extended hours during the beginning of each semester. Extended hours will be posted outside the College Store. A book buyback is scheduled during the days of final exams for the purpose of buying and recycling textbooks. The College Store offers CCCC clothing as well as a selection of insignia merchandise and gifts. The telephone number is (910) 938-6295.

EXTENSION OFFICES ABOARD CAMP LEJEUNE AND MCAS NEW RIVER

The college maintains extension offices aboard Camp Lejeune and MCAS New River. Classroom facilities for curriculum courses offered aboard Camp Lejeune are located in the John A. Lejeune Education Center (Building 825). The MCAS New River office and curriculum classes are located in Building AS-212.

Military personnel, their adult dependents and civilians can receive services and information about the college including admissions, placement testing, academic counseling and registration. The extension offices can also provide information about various military educational opportunities and services, such as Tuition Assistance and Servicemembers Opportunity Colleges (SOC).

In addition to the main campus courses, both extension offices provide curriculum course offerings. Camp Lejeune also provides various continuing education courses and a learning lab that provides free tutoring and placement testing to students.

Upon request, the college offers courses at various other locations aboard the Marine Corps bases in Onslow County, such as Camp Geiger, the Naval Hospital, Courthouse Bay, Tarawa Terrace, the Base Correctional Facility, and others.

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.

WRITTEN STUDENT COMPLAINTS

As a matter of practice, CCCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint, he/she should attempt to resolve concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be

sent to the division chair for student services who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of the complaint from the division chair for student services within ten (10) working days.

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

GRIEVANCE PROCEDURE
Purpose
The purpose of the student grievance procedure is to provide a system to channel complaints against a faculty or staff member concerning the following:
1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints; or
2. Academic matters, excluding course grade(s), in which a student has a grievance.

Sexual harassment complaints should be directed to the office of the executive vice president or his designee as addressed in the college catalog.

The right of student appeal related to course grade(s) received is addressed in the college catalog.

Procedures
Step 1: The student must go to the faculty or staff member where the alleged problem originated. A conference will be scheduled to resolve the matter equitably and informally at this level. The conference should take place within five (5) working days of the incident that generated the complaint. In resolving complaints of alleged discrimination, a student may seek the alternate assistance of an appropriate college faculty or staff member instead of the individual with whom the alleged problem originated.

Step 2: If the grievance is not resolved at the informal conference with the faculty or staff member, the student should meet with the faculty or staff member's direct supervisor within five (5) working days after satisfying Step 1. As part of the effort to resolve the student's issue, the supervisor will consult with the employee against whom the grievance was filed and the appropriate academic division chair or college program director. The supervisor will make every effort to resolve the matter promptly and fairly and, in any event, within ten (10) working days of the date presented.

Step 3. If the grievance is not resolved with the direct supervisor, the student may file a written complaint with the division chair for student services within five (5) working days after satisfying Step 2. The written complaint shall include: (a) date of incident and brief description of the student's grievance; (b) a summary of the supervisor's response; and (c) the reason the supervisor's response is unsatisfactory. If the complaint (inclusive of required information (a) - (c) listed above) is not submitted within the specified

time period, the subject of the grievance will be considered settled on the basis of the decision made at Step 2 of this grievance procedure. Upon receipt of the written student complaint, the division chair for student services will have five (5) working days to notify the employee against who the grievance was filed that Step 3 of the Grievance Procedure has been initiated. Upon notification, the employee shall be given an opportunity to respond in writing to the division chair for student services within five (5) working days. It is the responsibility of the division chair for student services to refer the written student complaint along with the written employee response to the appropriate vice president or designee of the president for action within fifteen (15) working days after initial receipt of the written student complaint. All subsequent decisions concerning the student or the employee against whom the grievance was filed rests with the appropriate vice president (hereinafter) referred to as the "vice president" or designee of the president.

Step 4: The vice president or designee of the president will hear the grievance, review all written information and interview any persons necessary to render a written decision within ten (10) working days after receipt of the student's grievance from the division chair for student services. The decision will be forwarded to the grievant and other persons involved.

Step 5: The decision of the vice president or designee of the president may be appealed to the president by either party involved within ten (10) working days of the decision. 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 afforded to the individual or that the outcome of the decision was excessive or inappropriate. It is the responsibility of the president to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) working days after receipt of the complete record of appeal.

SEXUAL HARASSMENT

Coastal Carolina Community College is committed to an environment free of inappropriate and disrespectful conduct and communication of a sexual nature. Coastal Carolina Community College strongly opposes sexual harassment in any form. Sexual harassment is against college policy and is a violation of Title VII of the Civil Rights Act of 1964, as well as the applicable laws of this State.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a complaint to the executive vice president or his designee through the appropriate supervisor.

ADMISSIONS REQUIREMENTS

ADMISSIONS POLICY
Coastal Carolina Community College maintains an open door admissions policy for all applicants. The college serves 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 College System for each program of study and course offered.

ONLINE COURSES
Admissions criteria regarding online courses are the same as those for traditional courses. The college does not alter its admissions requirements for distance learners. However, when geographical distance from the college campus poses difficulty with an applicant's ability to comply with the requirements of the admissions process, the applicant must either contact the admissions office by email at admissions@coastal.cc.nc.us or by telephone at (910) 938-6394 and request individualized assistance. Sufficient time must be allowed for the college to respond effectively. For more information regarding distance learning, see "Distance Learning" section in this catalog.

ADMISSIONS REQUIREMENTS
An applicant for admission to a curriculum program of study at 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 or an equivalent secondary education approved by the admissions office. A "certificate of attendance" does not constitute high school graduation nor is the certificate deemed equivalent to high school completion.

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.

To enroll in courses offered in Continuing Education, a student should be eighteen (18) years of age or older. Individuals ages 16 and 17, can be served if a minor applicant form is provided before class. Certain classes require a background check, placement test, and/or high school diploma or GED. North Carolina legislation states that a student enrolling in the same occupational extension course more than twice within a five-year period will be subject to additional charges.

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 tests;
4. Meet with an academic counselor.

READMISSION OF CURRICULUM STUDENTS

Students who wish to return to college after one or more semesters of absence (from a fall or spring semester) must submit a new admissions application, meet with an academic counselor, and meet the admissions requirements for the current program of study. If approved for readmission, the student must follow the catalog of record that is current for the term that the readmission becomes effective.

SPECIAL ADMISSIONS POLICY FOR PROGRAMS WITH LIMITED ENROLLMENT

Students seeking admissions to a limited enrollment program must comply with special requirements. 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. Exceptions must be approved by the appropriate department head and division chair. Contact the admissions office for more information. Limited enrollment programs are Air Conditioning Heating & Refrigeration, Architectural Technology, Associate Degree Nursing, Autobody Repair, Automotive Systems Technology, Cosmetology, Cosmetology Instructor, Dental Assisting, Dental Hygiene, Electrical/Electronics Technology, Electronics Servicing Technology, Emergency Medical Science, Heavy Equipment and Transport Technology, Information Systems/Network and Administration Support, Manicuring/Nail Technology, Medical Laboratory Technology, Nursing Assistant, Practical Nursing, Surgical Technology, and Welding Technology.

Additional admission requirements and deadlines for limited enrollment programs such as Associate Degree Nursing, Cosmetology, Dental Hygiene, Dental Assisting, 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. Provisional students must complete all admissions requirements by the end of the semester in which the student enrolls in a program of study. The admissions office will revoke the provisional status of any student who fails to meet established admissions requirements by the end of the first semester of enrollment. Any student who loses his/her provisional admissions status will be reclassified as a special credit student. Exceptions must be approved by the director of admissions.

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.

VISITING STUDENT

A visiting student is defined as a student who is currently admitted/enrolled at another college/university and wishes to enroll at CCCC. All visiting students must submit a completed admissions application and meet CCCC's

course placement requirements.

Visiting students currently receiving federal financial aid (PELL) or veterans' assistance with their current college are required to submit written notification from their school to the Office of Financial Aid and Veterans Programs, prior to enrolling.

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 and NUR 189. Students must enroll in and successfully complete all other nursing and related courses.

SPECIAL ADMISSIONS 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-three (43) 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

The North Carolina Huskins Bill provides specific guidelines for offering college-level courses to eligible high school students as part of a cooperative agreement between a community college and state approved school system.

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 as those offered to regular college students.

Courses may not duplicate or supplant any existing courses in the Local Educational Agency (LEA). 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

With appropriate approvals, students may enroll in curriculum or continuing education courses under the dual/concurrent enrollment concept. Adult high school courses are not eligible. College credits will 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, or his designee. The principal must certify that the student is (1) attending at least one-half of the prescribed high school day; (2) making appropriate progress toward graduation; and (3) eligible to return to high school for additional study.

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

INTELLECTUALLY GIFTED AND MATURE STUDENTS UNDER 16 YEARS OLD

The 2001 Session of the NC General Assembly enacted House Bill 1246 that amended Chapter 115D of the General Statutes by adding a new section 115D-1.1 to allow a student under the age of 16 to enroll in a community college if the president of the college or the president's designee finds that the student is intellectually gifted and has the maturity to justify admission to the college. Eligibility requirements are available from the division chair for student services.

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 buildings, washrooms, laboratories and classrooms are readily accessible to and usable by those with physical disabilities.

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

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any college employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee. -Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, 910-938-6788.

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 pur-

poses 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 CCCC 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 division chair 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/director of records management 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 are 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 academic counselor other factors that are important in choosing a senior institution such as tuition cost, distance from home, institution size, and available extracurricular programs;
3. Determine with the academic counselor 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 academic counselor 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. Check by telephone or letter to ensure that the completed applications have been received

and are under consideration.

UNIVERSITY OF NORTH CAROLINA AT WILMINGTON EXTENSION PROGRAM IN ONSLOW COUNTY

UNCW extension offices are located on the Coastal Carolina Community College campus to assist prospective students concerning extension programs.

Currently, UNCW offers the following bachelor degree programs through the Onslow extension program: Elementary Education, and RN-Access. Coastal students who plan to enter the Elementary Education program should include the following courses in the Associate in Arts program of study: PSY 150, PSY 241, EDU 216, PSY 263, MAT 141, and MAT 142. Registered Nurses seeking a Bachelor of Science in Nursing should contact the Onslow extension office or the School of Nursing at UNCW for more information.

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-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 64 semester hours of academic credit from all institutions attended.

The holder of an Associate of Arts or Associate of Science from CCCC with at least a cumulative grade point average (GPA) of 3.0 based on a 4.0 scale will be admitted to UNCW at junior level standing provided all other conditions for admission are satisfied. Additionally, these students will be considered to have satisfied UNCW's Basic Studies requirements; however, those that have not earned three semester hours of transfer credit in a foreign language must complete UNCW's Basic Studies foreign language requirements. Admission to the university does not constitute admission to a professional school or specific program. Students may graduate under the provisions of the UNCW undergraduate catalogue in effect at the time of their matriculation at UNCW or any subsequent catalogue, providing all graduation requirements are completed within six years of the expiration date of the catalog chosen.

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 General Assembly. For information on tuition and fees, contact the admissions office.

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

fees except in the case of self-support courses.

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. (First day of class(es) is defined as the beginning date of the term as stated in the college catalog.) 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 from the class prior to the first class meeting. (First class meeting is defined as the first day of the term/session as defined in the college catalog.) 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.
4. For classes such as community interest and motorcycle, there are no refunds unless the class is cancelled by the college.

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 Store.

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.

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. Students who request a change of their academic program will be subject to all requirements of the catalog in effect at the time that the program change is approved.

REGISTRATION

All students must 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

In accordance to the general provisions of Title 23 of the North Carolina Administrative Code 1A.0101(2), a full time student is defined as any student enrolled in twelve (12) or more semester hours of credit within a designated regular fall or spring term. Within a regular summer session, a full-time student is defined as any student enrolled in nine (9) or more hours. No student may carry in excess of 21 credit hours without permission of the vice president for instruction (or designee) or the registrar/director of records management. 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 first full week of classes. Financial aid is not available for audited courses.

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 veterans' 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.

Students who wish to change their academic program of study may initiate the request with an academic counselor. If the change of academic program is approved, the student must follow the catalog of record that is current for the term that the change becomes effective. Students who are currently enrolled and are scheduled to graduate from the college and wish to return (the semester following graduation) under a new program of study may request a change of program by meeting with an academic counselor. Students who are currently enrolled and are scheduled to graduate and wish to return later (a fall or spring semester) for additional study must follow the readmission procedures.

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 developmental course is required if the student scores below established performance standards on the college's placement examinations.

ADDING, DROPPING, OR WITHDRAWING FROM COURSES

Adding Or Dropping Courses Prior To The First Day Of The Term/Session:
A student who finds it necessary to add or drop a course from the college

must complete a drop/add form from the registrar's office. Courses may be added only during the specified time period designated by the registrar's office.

Withdrawing From A Course On/Or After the First Day of the Term/Session: In order to withdraw from a course during the specified time period, students MUST complete the following steps:

1. Complete all required information on the withdrawal form;
2. Have the instructor (or if necessary division chair) sign the completed form;
3. Return the form to the registrar's office for final processing.

Withdrawing COMPLETELY From School: 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 withdrawal 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 instructors as necessary regarding student withdrawals.

Grade Reporting For Drops/Withdrawals: 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. 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. College calendar dates are posted in the college catalog and/or in the registration schedules. Drops/Withdrawals from classes during modified college sessions (other than the regular college semester) will be prorated. Students may contact the registrar's office for additional information.

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 department head and registrar/director of records management.

CREDIT FOR ADVANCED PLACEMENT (AP), INTERNATIONAL BACCA-LAUREATE (IB), COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) AND DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES)

The college grants credit for the Advanced Placement (AP) 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.

The college grants credit for International Baccalaureate (IB) curricula credit completed through an authorized International Baccalaureate Organization (IBO) diploma program. Students desiring credit must have their IB transcript(s) submitted to the registrar's office for evaluation.

The college grants credit for the College Level Examination Program (CLEP) and DANTES General and Subject Examinations. Credit must be applicable to the student's current degree or diploma requirements. Students desiring credit must have CLEP and/or DANTES scores submitted to the registrar's office for evaluation.
NOTE: A student may only receive up to 30 semester hours of CCCC college credit based on their completion of one or more of the credit/examination opportunities listed above.

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's 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 certain courses by examination.

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/director of records management, 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. Financial aid is not available for credit by examination courses.

INDEPENDENT STUDY

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

The student will be permitted to enroll for a course by independent study when the following conditions are met:
1. The course in question will not be offered before the student's scheduled graduation date;
2. The course is not offered or is in schedule conflict with another required course and is needed for the student to qualify for graduation or transfer;
3. The student has an 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.

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.

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

CURRICULUM COURSE REPEAT POLICY

A course may be completed successfully a total of three (3) times, including all audits. Approval is required from the appropriate division chair for any student wishing to repeat a course beyond established limits. 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.

CONTINUING EDUCATION OCCUPATIONAL EXTENSION 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. 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.

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 readmission.

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/director of records management or division chair 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 class hours.

Class Contact Hours	Allowable Absence Hours
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 the attendance guidelines.

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 division chair with supervisory responsibilities for that specific program.

It is the responsibility of each student to understand and to abide by the

attendance requirements, 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 accountable for any information or assignments missed because of class absence.

RIGHT OF A HEARING RELATED TO INSTRUCTOR ADMINISTRATIVE DROP DUE TO EXCESSIVE ABSENCES

When a student has been dropped from a course due to excessive absences, he/she may request reinstatement by the instructor:

A. An instructor may allow reinstatement. If a student is reinstated by the instructor, continued enrollment would be under conditions set by the instructor by way of a reinstatement agreement between the student and the instructor. If the student violates any of the conditions of reinstatement, the student may be dropped from the class roll. The student may request another reinstatement, and if that request is denied by the instructor, the student may request consultation with the division chair for student services. After consultation with the division chair for student services, the student may appeal the decision of the instructor to not reinstate him/her by submitting a written request for a hearing to the chair of the student welfare committee within one (1) week of the instructor's denial of reinstatement. The written request for appeal must identify the condition(s) of reinstatement that the instructor alleges he/she violated and, if applicable, any "extenuating circumstances" that caused said violation(s). Upon receipt of the student's written request for a hearing, the chair of the student welfare committee will instruct the appeals' sub-committee to convene for a timely hearing. Both the instructor and the student must be present at the hearing. The instructor must state the conditions of the reinstatement agreement and provide testimony regarding the alleged violation(s). The student must provide documentary evidence that he/she did not violate the particular condition(s) of the reinstatement agreement, or, if applicable, documentary evidence showing any "extenuating circumstances" that caused him/her to violate said agreement. After hearing from both the instructor and the student, the appeals sub-committee will render a decision on the student's reinstatement request. All decisions of the appeals sub-committee will be final. If the student chooses not to attend the hearing, the decision of the instructor not to reinstate will stand and be final. The student has the right to attend class during the appellate process. If the student chooses not to attend class, it may affect the final appellate decision.

B. An instructor may deny reinstatement. If reinstatement is denied by the instructor, the student may request consultation with the division chair for student services. After consultation with the division chair for student services, the student may appeal the instructor's decision not to reinstate him/her by submitting a written request for a hearing to the chair of the student welfare committee within one (1) week of the instructor's denial of reinstatement. If applicable, the written request

for appeal must entail any "extenuating circumstances" that the student believes caused his/her excessive absences. Upon receipt of the student's written request for a hearing, the chair of the student welfare committee will instruct the appeals sub-committee to convene for a timely hearing. Both the instructor and the student must be present at the hearing. At the hearing, the instructor must provide attendance records to show that the student had an excessive number of absences that violated the attendance policy as announced by the instructor. The student must provide documentary evidence that he/she did not have excessive absences as claimed by the instructor or, if applicable, documentary evidence showing any "extenuating circumstances" that caused the student to violate the attendance policy. After hearing from the instructor and the student, the appeals sub-committee will render a decision on the student's appeal for reinstatement. All decisions of the appeals sub-committee will be final. If the student chooses not to attend the hearing, the decision of the instructor not to reinstate will stand and be final. The student has the right to attend class during the appellate process. If the student chooses not to attend class, it may affect the final appellate decision.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

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 Colleges (AACC).

GRADING SYSTEM

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

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

CE - CREDIT BY EXAMINATION: This is awarded for successful completion of institutional examination and carries credit earned but is not figured in grade point average. (Course credit may 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".

IP - IN PROGRESS: This grade may be given in developmental courses when progress has been made but required objectives for the course have not been met. A student who has earned an IP will not be allowed to enroll in subsequent courses until he/she reenrolls and earns a "C" or better in the course.

W - OFFICIAL WITHDRAWAL: This is the grade reported for a student who officially withdraws from a class—carries no credit and no penalty.

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

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.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

To Graduate - 2.0

DIPLOMA-CERTIFICATE ACADEMIC PROGRAMS

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

To Graduate - 2.0

*Students are encouraged to maintain a record with their total 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. Federal regulations require that all Pell recipients maintain satisfactory academic progress (SAP) to receive financial aid.

ACADEMIC PROBATION AND SUSPENSION

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: Students receiving Pell Grant and/or veterans' assistance will have their educational benefits terminated for unsatisfactory progress after the second consecutive semester of academic probation.

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. Step 1 of the above procedures must begin 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 executive vice president, the office of the vice president for instruction, the office of the vice president for continuing education, 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.

VERIFICATION OF ENROLLMENT

Students may request verification of their enrollment at the college through the registrar's office. Student enrollment verification is made available to financial aid lenders through the National Student Loan Clearinghouse (NSLC). A student may prevent disclosure of enrollment information by notifying the registrar's office in writing. Requests for nondisclosure must be filed annually.

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.

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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 entrance;

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) working days of the date of the alleged violation or within twenty (20) working 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 appropriate vice president (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) working days;

b. Following completion of the informal investigation 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) working 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) working 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) working 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) working 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 grounds 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. 5 above, no disciplinary penalty may be implemented during the ten (10) working days in which a student is entitled to request a hearing of the decision of the vice president 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 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) working 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.

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, faculty, administration, and staff 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 and counseling, and retention services for counseling prior to returning to class;

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

Trafficking in Illegal Drugs

1. For the illegal manufacture, sale or delivery of, or possession with intent to manufacture, sell or deliver any controlled substance identified in Schedule I, NC General Statutes 90-89, or Schedule II, NC General Statutes 90-90 (including, but not limited to heroin, 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 division chair 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 student services (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.

COMMUNICABLE DISEASE POLICY

In keeping with the college's mission and policy, Coastal Carolina Community College is dedicated to providing access to quality educational programs regardless of disability and within the limits of available resources. The college recognizes the serious implications that the spread of communicable disease has on the health, safety, and welfare of the students, faculty, staff, and general public. Therefore, the college is committed to ensuring that each employee and student be provided with a safe and healthy working/ learning environment.

Persons who are seropositive for HIV/HBV/HCV or other infectious diseases will not be excluded from admission or employment, or restricted in their access to the institution's services or facilities because of their health status. They will be provided with all reasonable accommodations unless an individualized, medically based evaluation determines that exclusion or restriction is necessary for the welfare of the individual or other members of the institution, patients, or its affiliates (patient care community).

Any student or employee who knows, or has reasonable basis for believing that he or she is infected with HIV/HBV/HCV, or other infectious disease which may pose a threat to others, and whose curriculum or job requires performance of patient care procedures which may be exposure prone, has an obligation to share that information with the college.

If a student, employee, or patient is accidentally exposed to blood or body fluids, the person will immediately report the incident to the appropriate authority as designated by the College Infectious Disease Control Program.

All faculty, employees, and students in health-related fields are required to adhere to universal disease control guidelines consistent with the U. S. Centers for Disease Control and Prevention. No student will be allowed to deliver patient care in any setting until he/she has been instructed in infection control (as per OSHA guidelines) and mastered material on safety/universal precautions with satisfactory accuracy.

A copy of the college's Communicable Disease Policy and Infectious Disease Control Program is available from the personnel office.

EATING AND DRINKING REGULATIONS

In an effort to maintain the professional appearance of classrooms and labs, eating and drinking are discouraged in instructional areas. In the event that food or drink is consumed in the classrooms or labs, it is expected that the space be appropriately maintained.

SMOKING

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

CELL PHONE/ELECTRONIC DEVICES

Cellular phones, electronic pagers, or any electronic devices that emit audible sound must be switched off or configured for silent operation in classrooms and labs.

INTELLECTUAL PROPERTY RIGHTS

As an educational institution, Coastal Carolina Community College fosters and facilitates creative thinking and innovation. Many students have the opportunity to develop original ideas that can benefit the public and private sector. This policy is intended to encourage innovation and to clarify the students' and the college's rights to intellectual property.

"Intellectual Property" includes all inventions, improvements, copyright-eligible works, and tangible research materials produced by students of Coastal Carolina Community College.

INTELLECTUAL PROPERTY OWNERSHIP
1. The student owns intellectual property when it has been created independently of class assignments with the college and without use of the college's resources.
2. Coastal Carolina Community College and the student shall share ownership of intellectual property when it has been created by the student within the scope of the student's class assignments with the college or with the use of the college's resources. If and when the student leaves the college, it will be understood that the college and the student will have shared ownership of the intellectual property. If a student wants sole ownership upon leaving the college, it must be in a written agreement generated by the student and signed by the student and the appropriate vice president and approved by the executive vice president.
3. Not withstanding paragraphs 1 and 2 above, a student or the college may obtain or receive an express agreement between Coastal Carolina Community College and the student varying the ownership right to intellectual property. Such an agreement must be in writing and signed by the student and the appropriate vice president and approved by the executive vice president.
4. When a student disagrees with the college's claimed ownership or use of intellectual property,   he/she can submit a written complaint to the president within thirty (30) working days. The student should include a detailed description of the factual basis for the complaint and a statement of the actions requested. The president will review the complaint and render a decision within ten (10) working days. The president's decision is final.

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.

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. Parents or guardians are encouraged to arrange for childcare prior to conducting business at the college. In the event that children are needed for classroom demonstrations, etc., approval from the appropriate supervisor must be se-

cured. Children visiting the dental laboratory or the cosmetology lab will be exempt if their reason for being there is for dental care or cosmetology services. No child will be left unattended in any area on the campus.

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.

ADVERSE WEATHER POLICY

Should it become necessary to close the college because of adverse weather (storms, ice, snow, etc.), the president of the college or his representative will make an announcement on local radio and television, the college website, and campus voice mail. A separate announcement will 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 adverse weather.

The college is committed to delivery of instructional services for which the students have paid tuition. Therefore, in the event class time is missed due to adverse weather, the college will make every effort to deliver course content.

A variety of mechanisms may be employed to make up course content. These include, but are not limited to, adding additional minutes to remaining class sessions, assigning out of class or on line coursework, assigning class projects, holding classes during scheduled breaks, or extending the semester.

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 Marine Corps Air Station New River. 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 or spring 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, withdrawing from the college, changing name and address, and 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.

DISABILITY - REQUEST FOR SERVICES

Coastal Carolina Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the student's responsibility to request reasonable accommodations and provide written documentation in a timely manner since federal law prohibits the college from collecting data in the admissions process.

Accommodation services are provided in accordance with the specific needs of the student based upon the documentation of the disability. Referrals are made, as needed, to other community agencies. For more information or to make an appointment, contact the ADA Coordinator in student services.

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.

Applications for state, institutional, and private programs vary. Contact the financial aid office (student services building), the college foundation

office (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 finaid@coastalcarolina.org or www.coastal.cc.nc.us.

FINANCIAL AID OFFICE

The goal of the financial aid office is to provide assistance to students in meeting the rising costs of obtaining an education.

To receive financial aid, a student must have a Free Application For Federal Student Aid (FAFSA) on file with the United States Department of Education (DOE) that demonstrates the student's financial need. This financial need is the difference between the cost of education and the amount the student or the student's family can contribute towards the student's education; and is determined by a standard formula from the DOE. Financial aid is awarded on an annual basis (fall, spring, and possible summer semester). A student must submit a new FAFSA each year. The FAFSA will provide specific information regarding dates (month, day, and year) for federal and State financial aid. The student must be fully admitted to a Pell eligible degree, diploma, or certificate program of study (curriculum), not owe a refund on a grant or be in default of a student loan, and must maintain satisfactory academic progress as required by the college. Financial aid is not available for audited courses, credit by examination courses, repeated courses previously completed with a grade of D or better, courses for which transfer credit has been granted, or courses not in the student's designated curriculum, except required remedial courses not to exceed thirty (30) hours.

Students are encouraged to apply early by completing the FAFSA each year. Assistance for completing the FAFSA can be provided by attending a "How to Workshop." For further information, contact the financial aid office at (910) 938-6244 or at our website at www.coastal.cc.nc.us.

TYPES OF FINANCIAL AID
FEDERAL PELL GRANT is a federal program for undergraduate students and is based on financial need. Students must be enrolled in courses required by their curriculum except required remedial courses not to exceed thirty (30) hours. The financial aid office will provide (mail/hand deliver) a Pell Award Notification Package to each eligible recipient. The package will provide detailed information about the award amounts, provide a Pell Grant Award Agreement that must be returned, provide specific date/timeline requirements, and Cost of Living Check information.

THE NORTH CAROLINA COMMUNITY COLLEGE GRANT (NCCCG) is designed to assist students who are bona fide residents of North Carolina for tuition purposes, enrolled in a minimum of six (6) semester hours of credit per fall and spring semesters and attending a North Carolina community college. To be considered, students must submit the FAFSA prior to the advertised deadline for state financial aid.

THE NORTH CAROLINA STATE INCENTIVE GRANT (NCSIG) is for students who are bona fide residents of North Carolina for tuition purposes en-

rolled as a full-time student (12 semester hours of credit) and have demonstrated, in their FAFSA, substantial financial need. To be considered, students must submit the FAFSA prior to the advertised deadline for state financial aid.

THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM (SEOG) is for students who have demonstrated, in their FAFSA, exceptional financial need.

FEDERAL WORK-STUDY (FWS) provides employment opportunities for students on the college campus and at a number of public schools throughout Onslow County. The completion of a FAFSA and an institutional Work-Study Application are required for consideration. The availability of positions is based upon funding levels, student need levels, and interviews. Student will be paid an hourly wage for the number of hours worked per month during the semester.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS
Federal regulations require that, for financial aid purposes, the college must establish and monitor standards of Satisfactory Academic Progress (SAP) in three areas: cumulative GPA, hours earned, and program completion Time limits.

A student must maintain satisfactory progress in all three areas whether or not financial aid was received in the past. In order to maintain satisfactory progress, a student receiving financial aid must:
1. Maintain a GPA consistent with the established college policy (see pages 34-45);
2. Complete 67% of the total credit hours attempted each semester; and
3. Complete his/her curriculum (program of study) within 150% of the hours necessary to complete (graduate) in his/her curriculum. All hours attempted will be counted in program changes.

Any financial aid 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. Students receiving aid will have their educational benefits terminated for unsatisfactory progress after the second consecutive semester of academic probation.

MAXIMUM TIME FRAME STANDARD
Financial aid students must complete at least 67% of all hours attempted each semester. If the financial aid student falls below the 67% completion rate, the student will be placed on curriculum completion probation and will be notified in writing by the director of financial aid and veterans programs. The student has a probationary period of enrollment (the next semester the student is enrolled) to achieve a cumulative 67% completion rate. If at the end of the probationary period the 67% completion rate is not achieved, the student will no longer be eligible for financial aid. The student may regain eligibility for financial aid once the student has achieved at least a 67% completion rate.

Students are required to complete their curriculum within 150% of the curriculum length. For example: The AAS-Business Administration (BA) curriculum requires 70 hours to graduate; a financial aid student enrolled in the AAS-BA curriculum may take up to 105 hours (150% of 70) to complete the curriculum.

All hours attempted at CCCC, regardless of when they were attempted, are counted toward this maximum time frame for curriculum completion. Financial aid students who exceed the 150% maximum time frame standard will no longer be eligible for financial aid.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY
Students will regain eligibility for financial aid the semester following the semester in which the satisfactory academic progress or satisfactory curriculum completion standard is met.

FINANCIAL AID WITHDRAWAL POLICY
If a student withdraws from the college or is dropped by his/her instructor after attending class and is receiving the Title IV funds (federal grants), it is possible that some funds will have to be repaid to the Department of Education (DOE). This is determined by the number of days in the semester and the number of days of class attendance. If the amount disbursed to the student is more than the amount earned as calculated by federal regulations, unearned funds have to be returned. Students owing money, after 45 days, will be referred to DOE for collection.

FINANCIAL AID APPEALS PROCESS
A student who becomes ineligible for financial aid has the opportunity to appeal for extraordinary circumstances. The appeal must be made in writing and submitted to the financial aid office with all supporting documents. A retroactive payment of financial aid for semesters when a student was on academic probation or suspension is prohibited. A student may be reinstated for financial aid by (1) approval of the financial aid committee, or (2) enrolling at the college without the use of the federal financial aid, and maintaining satisfactory academic progress to include a GPA consistent with the established college policy.

TAXPAYER RELIEF ACT OF 1997
Effective January 1, 1998, taxpayers may be eligible to claim a nonrefundable Hope Scholarship credit against their federal income taxes. The Hope Scholarship credit may be claimed for qualified tuition and related expenses for each student in a taxpayer's family who is enrolled at least half-time in one of the first two years of post-secondary education.

The Lifelong Learning Credit may be available for those who have completed the first two years of college or are taking classes part-time to improve or upgrade their job skills. A tax advisor or the Internal Revenue Service can provide additional information on the Lifelong Learning credit.

JOB PLACEMENT ASSISTANCE is offered through the 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 College Store, Hugh A. Ragsdale Building, Classroom Buildings A and B, Health Occupation/Science Building, Lloyd P. Respass Trades Building, and the A. D. Guy Business Technology Building. 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 Career Center on topics such as resume writing, cover letter, and inter-

view preparation. Hours are Monday through Friday 9 AM - 5 PM and other hours by appointment.

VETERANS AFFAIRS (VA) PROGRAMS

The college is approved for the training of veterans; the spouse and children of any totally and permanently disabled veteran (disability must be service-connected), and the spouse and children of a veteran who dies of a service-connected injury, disability, or a service-connected death. Persons seeking such entitlements should contact the Office of Veterans Programs.

To receive VA educational entitlements, a veteran student must: (1) be fully admitted to a VA approved curriculum, (2) apply for those entitlements, (3) meet eligibility requirements established by the VA, and (4) be familiar with the Veterans Assistance Handbook. Copies are available in the Office of Veterans Programs. VA educational entitlements will not be provided for audited courses, credit by examination courses, repeated courses previously completed with a grade of D or better, courses for which transfer credit has been granted, or courses not in the veteran student's designated curriculum, except required remedial courses.

VA educational entitlements are provided based on chapter definition. A Chapter 30 student is a veteran who came on active duty after July 1, 1985 and contributed to the Montgomery GI Bill (MGIB). A Chapter 31 student is a disabled veteran who requested, from the VA, vocational rehabilitation. Chapter 32 students participated in the Veterans Educational Assistance program (VEAP) and started active duty between January 1, 1977, and June 30, 1985. A Chapter 34/30 student served on active duty prior to December 31, 1976. A Chapter 35 student may be 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 as the result of a service-connected injury, a service-connected disability, or a service-connected death. A Chapter 1606 student is serving in an active reserve unit and has fourteen (14) years to use his/her VA educational entitlements.. Chapter 30, Chapter 32, and 34/30 students have ten (10) years from their date of discharge to use their VA educational entitlements.

VOCATIONAL REHABILITATION SERVICES

Students with special needs may be eligible for aid administered through the North Carolina Division of Vocational Rehabilitation. 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

The student activities of Coastal Carolina Community College are designed to enhance student learning.

Getting involved in campus activities is an excellent way to meet people with similar interests and talents, as well as, provide students with an emotional and social outlet. Experiences gained can also be beneficial to stu-

dents when seeking employment after graduation, as employers value people with varied interests.

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 (PTK)

PTK is 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 purpose is 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 or the student handbook.

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

Coastal Carolina Community College does not provide medical, hospital, or surgical services. The responsibility for medical services rests with students and/or their spouses, parents, or guardians. Students enrolled in a curriculum class are covered by student accident insurance. In the event of an accident during a college sanctioned activity, security should be notified as soon as possible.

STUDENT INSURANCE

Students enrolled in curriculum courses are covered by student accident

insurance. Copies of the student accident policy information are available in the college's business office or student services.

Accident insurance is available as an optional specific fee for continuing education students participating in identified courses requiring shop, physical exercises, or clinical experiences. Students may purchase insurance on the starting date of their enrollment within the program.

It is the responsibility of the student to be familiar with the provisions of their student accident policy All accidents must be reported to the office of campus security immediately after the occurrence of the incident. Accident claim forms for injury covered under the provisions of the insurance can be obtained from the office of the executive vice president. It is the responsibility of the student to complete and file an accident claim form for reimbursement of expenses.

Students enrolled in health science programs are required to purchase professional liability insurance prior to their participation in clinical practice.

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 officers and representatives.

COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

To help ensure 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 executive director of the college foundation office at (910) 938-6234.

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.

Debbi Ray Rouse, President
Chris Moncourtois, Vice President/Fund Drive Chairman
Dr. Ronald K. Lingle, Secretary
David Heatherly, Treasurer
C. Louis Shields, Immediate Past President
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Dr. Robert Switzer, Faculty Liaison
Colette B. Teachey, Executive Director

COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.,

SCHOLARSHIPS

Scholarships are available to Coastal students who qualify under specific criteria available from the College Foundation Office in the Henderson Administration Building. All applicants are required to complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for this financial assistance.

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

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

ABA Rental Properties Scholarship
ABWA Jacksonville Charter Chapter Scholarship
ABWA Prime Chapter Scholarship
American Association of University Women-Jacksonville Branch Scholarship
Atlantic Coast Foods, Inc./Burger King Scholarship
Vance Barbee Memorial Scholarship (Sponsored by Piggly Wiggly of Richlands)
Carl J. Beacham, Sr., Memorial Scholarship
Thomas W. Bell, Jr., D.D.S., P.A. Scholarship
Dr. and Mrs. Henry M. Best, III Scholarship
Thomas G. Beverage Scholarship
Victor M. Beverage and Mary Muller Beverage Scholarship
Margaret B. and James E. Black Memorial Scholarship
Board of Trustees Scholarship (Sponsored by Dr. and Mrs. Ronald K. Lingle)
William H. Bodenhamer, Sr. Memorial Scholarship
Carl Boggs Family Educational 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
Buffalo Tire and Car Care Scholarship

Cape Securities Scholarship
   (Sponsored by Barbara and Tom Pace)
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 Loan/Scholarship
Coastal Dry Cleaners Group Scholarship
Coca Cola of New Bern Scholarship
Coldwell Banker Fountain Realty Scholarship
Hurtis Coleman Memorial Scholarship
   (Sponsored by Piggly Wiggly of Jacksonville)
Dr. and Mrs. G. M. Conekin Scholarship
Continuing Education Division Scholarship
Martha Bell Conway Memorial Scholarship
Cooperative Bank for Savings Scholarship
Sheila Cowan Memorial Scholarship
The Daily News Scholarship
Nere E. Day and Christine Sylvester Day Memorial Scholarship
Delta Kappa Gamma Society International-Upsilon Chapter Scholarship
Dental Department Scholarship
Dr. and Mrs. John Dudley Scholarship
Eastern Star, Jacksonville Chapter #327 Scholarship
Edna and Dewey Edwards Memorial Scholarship
Timothy F. Edwards, M.D., P.A. Scholarship
Lea B. Efird Scholarship
Catherine M. and Donald R. "Chief" Erny Memorial Scholarship
Ervin-Parsons Scholarship
Everett-Bishop Memorial Scholarship
Leola B. and Donald R. Finney 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
Mildred and C. C. Hines, Chris Hines Kissam, and Kathleen Hines Moore
   Memorial Scholarship (Sponsored by Service Star Chapter 225, Order of
   the Eastern Star)
Linda Holtz Hiehle Scholarship
Thomas Humphrey Memorial Scholarship
William Troy Humphrey/Humphrey Heating and Air Conditioning, Inc.
   Scholarship
Information Technology Scholarship

Ammar Issa Memorial Scholarship
Jacksonville Breakfast Rotary Club Scholarship
Jacksonville Kiwanis Club Scholarship
Jacksonville Mall Scholarship
Jacksonville Rotary Club Scholarship
Ruby and Cliff Jacobs Scholarship
Jenkins Gas and Oil Company Scholarship
The Brent, Daron and Kendall Jones Scholarship
Mary Brown Jones Scholarship
   (Sponsored by Piggly Wiggly of Richlands)
Jones-Onslow EMC Scholarship #1
Jones-Onslow EMC Scholarship #2
Lucy Athalia Koonce Memorial Scholarship
Lanier and Fountain Scholarship
Laverne's Hallmark Shop Scholarship
Lejeune Chapter - Military Officers' Association of America Scholarship
Lejeune Honda Cars Scholarship
Patti and Dewey Lewis 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., Scholarships
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. Efird 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
Music Department Scholarships
Earl Worth Myers Memorial Scholarship (Sponsored by the Family of
   Woody H. Myers)
Florence Mallard Myers Memorial Scholarship
National Dodge-Olds-VW Scholarship
Joseph G. Navolanic Memorial Scholarship
New River Rotary Club Scholarship #1
New River Rotary Club Scholarship #2
Non-Commissioned Officers Association Scholarship
Nursing Department Scholarship
Henry L. Ochse Memorial Scholarship
Gene and Nora Ockuly Scholarship
Onslow Animal Hospital Scholarship

Onslow County Dental Society Scholarship
Onslow County Homebuilders Association Scholarship
Onslow Memorial Hospital Auxiliary Scholarships
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 Richlands Scholarship #1
Piggly Wiggly of Richlands Scholarship #2
Piggly Wiggly of Richlands Scholarship #3
Piggly Wiggly of Richlands Scholarship #4
Barden Pittman Memorial Scholarship (Sponsored by Piggly Wiggly of
    Richlands)
Gregory Poole Scholarship
Alfred Popkin Memorial Scholarship
Barry K. Popkin Memorial Scholarship
Jerry Popkin Memorial Scholarship
Lila Popkin Memorial Scholarship
Martin J. Popkin Memorial Scholarship
Shirlee D. Popkin Memorial Scholarship
PostNet Scholarship (Sponsored by Kathy Hemby Brown)
Progress Energy Scholarship
Cathy and John Psilos Scholarship
R & K Family Scholarship
Shirley J. and Albert P. Rachide Scholarship
Johnie 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
Coley Rhodes Chevrolet Scholarship
J. Hugh Rich Scholarship (Sponsored by Neuse River Development
    Authority)
Marguerite Rich Scholarship
Richlands Rotary Club Scholarship #1
Richlands Rotary Club Scholarship #2
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
Glen Sanderson Memorial Scholarship (Sponsored by Jump and Run
    Creek Mud Bog, Inc.)
Schilsky Chiropractic Center Scholarship
Susie and Louis W. Sewell, Sr., Memorial Scholarship

Shields-Sparkman Medical Allied Health Scholarship
Shuck and Shag Scholarships
Sneads Ferry Rotary Club Scholarship
Social Sciences Club Scholarship
Staff NCO Wives' Club Scholarship
Stanadyne Scholarship
Star of Life Alumni Scholarship
Stevenson Hyundai-Jeep-Eagle Scholarship
Judge James R. Strickland Memorial 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)
Tuton Family Scholarship
Walter "Blackie" Vatcher Memorial 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
Wm. Bowers and Evelyn Myrick "Polly" Wilson Memorial Scholarship
Elizabeth Worley and Bill Hemmingway Scholarship

PROGRAMS OF STUDY

Coastal Carolina Community College awards Associate Degrees in Arts, Fine Arts, and Sciences for students who plan to transfer to a four-year college or university after completing a full two-year program of study. Associate degrees in applied sciences, diploma programs, and certificate programs are offered for students who plan to enter the workforce upon graduation. 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.

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
A1010B Business Administration
A1010C Business Education & Marketing Education
A1010D Criminal Justice
A1010R Elementary Education
A1010E English
A1010F English Education
A1010H History
A1010S Middle Grades Education and Special Education

A1010I Nursing
A1010J Physical Education
A1010K Political Science
A1010L Psychology
A1010M Social Science Secondary Education
A1010Q Social Work
A1010N Sociology
A1010O Speech/Communication

ASSOCIATE IN SCIENCE DEGREE - A10400

A1040A Biology and Biology Education
A1040D Engineering

A1040E Mathematics

ASSOCIATE IN FINE ARTS DEGREE - A10200

A1020A Art
A1020C Drama

A1020D Music and Music Education

ASSOCIATE IN APPLIED SCIENCE DEGREE

A25100 Accounting
A35100 Air Conditioning, Heating, and Refrigeration Technology*
A40100 Architectural Technology*
A45120 Associate Degree Nursing*
A25120 Business Administration
A25130 Computer Programming
A55180 Criminal Justice

A45260 Dental Hygiene*
A55220 Early Childhood Associate*
A50120 Electronic Servicing Tech
A45340 Emergency Medical Science*
A55240 Fire Protection Technology
A25260 Information Systems
A2526D Information Systems/ Network Adm & Support*

A25290 Internet Technologies
A45420 Medical Laboratory
　　　　Technology*

A25310 Medical Office Administration
A25360 Office Systems Technology
A25380 Paralegal Technology

DIPLOMA

D35100 Air Conditioning, Heating,
　　　　and Refrigeration Tech*
D40100 Architectural Technology*
D60100 Autobody Repair*
D60160 Automotive Systems Tech*
D55140 Cosmetology*
D45240 Dental Assisting*
D55220 Early Childhood Associate*
D35220 Electrical/Electronics Tech*
D50120 Electronic Servicing Tech*

D55240 Fire Protection Technology
D60240 Heavy Equipment and
　　　　Transport Technology*
D25260 Information Systems
D2526D Information Systems/
　　　　Network Adm & Support*
D45660 Practical Nursing*
D45740 Surgical Technology*
D50420 Welding Technology*

CERTIFICATE

C35220B　Advanced Electrical Tech*
C40100　　Architectural Drafting &
　　　　　Design I*
C40100A　Architectural Drafting &
　　　　　Design II*
C60100　　Autobody Repair*
C60160　　Automotive Systems
　　　　　Technology*
C60160D　Auto Sys Tech: Diagnostics*
C60160E　Auto Sys Tech: Engines*
C60160M　Auto Sys Tech: Mechanical
　　　　　Components*
C35220　　Basic Electrical Technology*
C55120　　Basic Law Enforcement
　　　　　Training
C35100B　Basic Refrigeration*
C25100A　Bookkeeper
C25120　　Business Administration
　　　　　Certificate
C2526D　　CISCO
C55160　　Cosmetology Instructor*
C55220　　Early Childhood Associate
C55220A　Early Childhood Associate
　　　　　Administration*
C50120　　Electronic Servicing
　　　　　Technology*

C55240A　Fire Investigator Level
C55240D　Fire Supervisor
C55240　　General Level
C55240C　General Level 2
C35100C　Heating/Cooling Systems*
C60240　　Heavy Equipment and
　　　　　Transport Technology*
C35100D　HVACR Design/Installation*
C55240B　Incident Command Level
C25100B　Income Tax Preparer
C35220A　Intermediate Electrical Tech*
C55400　　Manicuring/Nail Technology*
C25310　　Medical Office Administration
C60240B　Med/Heavy Duty Drive
　　　　　Train*
C60240A　Med/Heavy Duty Power
　　　　　Train*
C60240C　Med/Heavy Duty Susp*
C45480　　Nursing Assistant*
C25100C　Payroll Clerk
C25120P　Personnel
C25120R　Retailing
C50420C　Welding: Certified Welder*
C50420B　Welding: Combination
　　　　　Welder*
C50420A　Welding: Structural Welder*

*Specific admission procedures are required for entry into these programs. Many of the limited enrollment programs may have additional admission procedures or deadlines. Contact the admissions office for more information.

COLLEGE TRANSFER PROGRAM: Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Fine Arts (A.F.A.)

Associate degrees are offered in the Arts (A.A.), Sciences (A.S.), and Fine Arts (A.F.A.) for students who aspire to transfer to a four-year college or university. 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.

In the process of successfully completing a college transfer program, 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.

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. Approved pre-majors under the Associate in Arts Degree include: art education, business administration, business education and marketing education, criminal justice, elementary education/middle grades education and special education, English, English education, history, nursing, physical education, political science, psychology, social science secondary education, social work, sociology, and speech/communication.

The Associate in Science Degree is for students desiring to enter science and/or math related fields. Approved pre-majors under the Associate in Science Degree include: biology and biology education, engineering, and mathematics

The associate in arts and science programs are part of the Comprehensive Articulation Agreement (CAA) which addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina. The CAA enables North Carolina community college graduates of two-year associate in arts and science degree programs who are admitted to constituent institutions of the University of North Carolina to transfer with junior status. *The CAA does not guarantee admission to a university; admission to a university does not constitute admission to a professional school or a specific program.*

The Associate in Fine Arts Degree is for students desiring to pursue studies in drama, music, or visual arts. Approved pre-majors under the Associate in Fine Arts include: drama, music and music education, and visual arts. Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an associate in fine arts degree program and who satisfactorily completed with a grade of "C" or better in all courses that are designated for college transfer (general education, elective, or pre-major) will receive credit for those courses. The receiving institution will determine whether the course will count as general education, major, or elective credit. Each degree program has additional requirements for course work in liberal arts, fine arts, and sciences.

ASSOCIATE IN ARTS DEGREE (A10100)

The Associate in Arts Degree program prepares students to transfer courses or the degree in its entirety to a four-year senior institution. This program is designed for students who wish to earn a baccalaureate degree in a liberal arts discipline not addressed by the pre-majors described elsewhere in this catalog.

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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Three additional general education courses from the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology.
  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)

Natural Sciences (8 SHC):

- One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)	
BIO 111	General Biology I (4 SHC)	
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)	
CHM 151	General Chemistry I (4 SHC)	
GEL 120	Physical Geology (4 SHC)	
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)	
PHY 151	College Physics I (4 SHC)	
PHY 251	General Physics I (4 SHC)	

Credit will _not_ be awarded for both BIO 110 and BIO 111

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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

Credit will _not_ be awarded for both BIO 110 and BIO 112

Mathematics (6-7 SHC):

- Two courses are required.

CIS 110	Introduction to Computers (3 SHC) *and*
MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (19-20 SHC)

- The following courses are required: (4-5 SHC)

COM 120	Interpersonal Communication (3 SHC) *or*
COM 231	Public Speaking (3 SHC)
PED 110	Fit and Well for Life (2 SHC) *or*
PED 111	Physical Fitness I (1 SHC)

- 14-16 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.

Total Semester Hours Credit (SHC) in Program: 64

* 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.

Pre-Major Art Education (A1010A)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Art Education.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- The following courses are required: (6 SHC)
  ART 114   Art History Survey I (3 SHC)
  ART 115   Art History Survey II (3 SHC)
- One additional general education core course from the following discipline areas is required: communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  COM 110, 120, 231
  DRA 111, 112, 122, 211, 212
  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) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Three additional general education core courses from two of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology.
  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)

Natural Sciences (8 SHC):
- One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)
BIO 111	General Biology I (4 SHC)
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 120	Physical Geology (4 SHC)
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151	College Physics I (4 SHC)
PHY 251	General Physics I (4 SHC)

  Credit will _not_ be awarded for both BIO 110 and BIO 111
  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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

  Credit will _not_ be awarded for both BIO 110 and BIO 112

Mathematics (6-7 SHC):
- Two courses are required.

CIS 110	Introduction to Computers (3 SHC) *and*
MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

  Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

- The following course is recommended:

MAT 161	College Algebra (3 SHC)

Other Required Hours (19-20 SHC)
- The following courses are required: (13-14 SHC)

ART 121	Design I (3 SHC)
ART 122	Design II (3 SHC)
ART 131	Drawing I (3 SHC)
COM 120	Interpersonal Communication (3 SHC) *or*
COM 231	Public Speaking (3 SHC)

| PED 110 | Fit and Well for Life (2 SHC) *or* |
| PED 111 | Physical Fitness I (1 SHC) |

- 5-7 additional hours of approved college transfer credit are required.
- Two of the following courses are recommended:

ART 132	Drawing II (3 SHC)
ART 171	Computer Art I (3 SHC)
ART 231	Printmaking I (3 SHC)
ART 240	Painting I (3 SHC)
ART 261	Photography I (3 SHC)
ART 283	Ceramics I (3 SHC)
ART 116	Survey of American Art (3 SHC) *or*
ART 117	Non-West Art History (3 SHC)
ART 247	Jewelry I (3 SHC) *or*
ART 245	Metals I (3 SHC)
ART 135	Figure Drawing I (3 SHC) *or*
ART 281	Sculpture I (3 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University
Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Art Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-G, UNC-P, WCU, WSSU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Art Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

Pre-Major Business Administration (A1010B)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Business Administration.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- One of the following courses is required:
  COM 120   Interpersonal Communication (3 SHC) *or*
  COM 231   Public Speaking (3 SHC)
- One additional general education core course from the following discipline areas is required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- The following course is required (3 SHC):
  ECO 251

- Two additional general education core courses from the following disci-
pline areas are required: anthropology, geography, political science,
psychology, and sociology.
ANT 210
GEO 111, 112
POL 110, 120, 210, 220
PSY 150, 241, 281
SOC 210, 213, 220, 225, 240
- The following courses are recommended:
POL 120   American Government (3 SHC)
PSY 150   General Psychology (3 SHC)
SOC 210   Introduction to Sociology (3 SHC)

Natural Sciences/Mathematics (14 SHC)
Natural Sciences (8 SHC):
- One course (4 SHC) must be selected from the following:
BIO 110   Principles of Biology (4 SHC)
BIO 111   General Biology I (4 SHC)
CHM 131/131A   Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
CHM 151   General Chemistry I (4 SHC)
GEL 120   Physical Geology (4 SHC)
PHY 110/110A   Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151   College Physics I (4 SHC)
PHY 251   General Physics I (4 SHC)
Credit will _not_ be awarded for both BIO 110 and BIO 111
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   General Biology II (4 SHC)
BIO 120   Introductory Botany (4 SHC)
BIO 130   Introductory Zoology (4 SHC)
BIO 140/140A   Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152   General Chemistry II (4 SHC)
GEL 113   Historical Geology (4 SHC)
PHY 152   College Physics II (4 SHC)
PHY 252   General Physics II (4 SHC)
Credit will _not_ be awarded for both BIO 110 and BIO 112
Mathematics (6 SHC):
- Two courses are required.
MAT 161   College Algebra (3 SHC)
MAT 263   Brief Calculus (3 SHC)
**Note: Math courses with a prerequisite of MAT 161 or higher may be
substituted locally. You must see an academic counselor for details.
Additional lab courses may be required for math classes taken at
Coastal Carolina Community College.**

Other Required Hours (21 SHC)
- The following courses are required: (18-19 SHC)
ACC 120   Principles of Financial Accounting (4 SHC)
ACC 121   Principles of Managerial Accounting (4 SHC)
CIS 110   Introduction to Computers (3 SHC)

ECO 252	Principles of Macroeconomics (3 SHC)
MAT 151	Statistics I (3 SHC)
PED 110	Fit & Well for Life (2 SHC) *or*
PED 111	Physical Fitness I (1 SHC)

- 2-3 additional hours of approved college transfer credit are needed to complete the required sixty-five semester hours credit.
One of the following courses is recommended:

| BUS 110 | Introduction to Business (3 SHC) *or* |
| BUS 115 | Business Law I (3 SHC) |

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 65

* 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.

Application to a University

Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Business Administration will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major

Grade point average requirements vary and admission is competitive across the several programs in Business Administration.

Pre-Major Business Education and Marketing Education (A1010C)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Business Education and/or Marketing Education.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
* English 111, Expository Writing (3 SHC), is required as the first composition course.
* The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
* One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
* One course must be a fine arts course (ART, DRA, or MUS).
* Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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) *Four courses from three discipline areas are required.*
* One course must be a history course.
  HIS 115, 121, 122, 131, 132
* The following course is required: (3 SHC)
  ECO 251   Principles of Microeconomics (3 SHC)
* Two additional general education core courses, to include at least one additional discipline: anthropology, economics, geography, history, political science, psychology, and sociology.
  ANT 210
  ECO 151

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 SHC)

Natural Sciences (8 SHC):

- One course (4 SHC) must be selected from the following:
  BIO 110   Principles of Biology (4 SHC)
  BIO 111   General Biology I (4 SHC)
  CHM 131/131A   Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
  CHM 151   General Chemistry I (4 SHC)
  GEL 120   Physical Geology (4 SHC)
  PHY 110/110A   Conceptual Physics/Conceptual Physics Lab (4 SHC)
  PHY 151   College Physics I (4 SHC)
  PHY 251   General Physics I (4 SHC)
  Credit will _not_ be awarded for both BIO 110 and BIO 111
  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   General Biology II (4 SHC)
  BIO 120   Introductory Botany (4 SHC)
  BIO 130   Introductory Zoology (4 SHC)
  BIO 140/140A   Environmental Biology/Environmental Biology Lab (4 SHC)
  CHM 152   General Chemistry II (4 SHC)
  GEL 113   Historical Geology (4 SHC)
  PHY 152   College Physics II (4 SHC)
  PHY 252   General Physics II (4 SHC)
  Credit will _not_ be awarded for both BIO 110 and BIO 112
  Mathematics (6 SHC):

- Two courses are required.
  CIS 110   Introduction to Computers (3 SHC)
  MAT 161   College Algebra (3 SHC)
  Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (20 SHC)

- The following courses are required: (14-15 SHC)
  ACC 120   Principles of Financial Accounting (4 SHC)
  ECO 252   Principles of Macroeconomics (3 SHC)
  COM 120   Interpersonal Communication (3 SHC) *or*
  COM 231   Public Speaking (3 SHC)
  PED 110   Fit and Well for Life (2 SHC) *or*
  PED 111   Physical Fitness I (1 SHC)
  CIS 115   Introduction to Programming & Logic (3 SHC) *or*
  CSC 134   C++ Programming (3 SHC) *or*
  CSC 148   JAVA Programming (3 SHC)

- 5-6 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.

- The following courses are recommended:

ACC 121	Principles of Managerial Accounting (4 SHC)	
BUS 110	Introduction to Business (3 SHC)	
MAT 151	Statistics I (3 SHC)	
MAT 151A	Statistics I Lab (1 SHC)	

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University

Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Business Education and Marketing Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: Business Education: ASU, ECU, ECSU, FSU, NCA&T, NCSU, UNC-G, WCU. Marketing Education: ASU, ECU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-C, UNC-G, UNC-W, WCU.

Admission to the Major

Grade point average requirements vary and admission is competitive across the several programs in Business Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

Pre-Major Criminal Justice (A1010D)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Criminal Justice

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- One of the following course sequences is recommended:
  FRE 111 and 112   Elementary French I & II (6 SHC)
  GER 111 and 112   Elementary German I & II (6 SHC)
  SPA 111 and 112   Elementary Spanish I & II (6 SHC)

Social/Behavioral Sciences (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- The following courses are required: (9 SHC)
  POL 120   American Government (3 SHC)

| PSY 150 | General Psychology (3 SHC) |
| SOC 210 | Introduction to Sociology (3 SHC) |

Natural Sciences/Mathematics (14-15 SHC)

Natural Sciences (8 SHC):

• One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)
BIO 111	General Biology I (4 SHC)
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 120	Physical Geology (4 SHC)
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151	College Physics I (4 SHC)
PHY 251	General Physics I (4 SHC)

Credit will _not_ be awarded for both BIO 110 and BIO 111

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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

Credit will _not_ be awarded for both BIO 110 and BIO 112

Mathematics (6-7 SHC):

• Two courses are required.

CIS 110	Introduction to Computers (3 SHC) *and*
MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

• The following course is recommended:

| MAT 161 | College Algebra (3 SHC) |

Other Required Hours (19-20 SHC)

• The following courses are required: (13-14 SHC)

CJC 111	Introduction to Criminal Justice (3 SHC)
CJC 121	Law Enforcement Operations (3 SHC)
CJC 141	Corrections (3 SHC)
COM 120	Interpersonal Communication (3 SHC) *or*
COM 231	Public Speaking (3 SHC)
PED 110	Fit and Well for Life (2 SHC) *or*
PED 111	Physical Fitness I (1 SHC)

• 5-7 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.

- The following courses are recommended:

  MAT 151   Statistics I (3 SHC)
  MAT 151A   Statistics I Lab (1 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University

Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Criminal Justice will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCCU, NCSU, UNC-C, UNC-P, UNC-W, WCU.

Admission to the Major

Grade point average requirements vary and admission is competitive across the several programs in Criminal Justice.

Pre-Major Elementary Education (A1010R)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Elementary Education.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One of the following courses is required:
  ENG 231   American Literature I (3 SHC) *or*
  ENG 232   American Literature II (3 SHC)
- One of the following courses is required:
  ART 111   Art Appreciation (3 SHC) *or*
  ART 114   Art History Survey I (3 SHC) *or*
  ART 115   Art History Survey II (3 SHC) *or*
  MUS 110   Music Appreciation (3 SHC)
- The following course is required:
  COM 231   Public Speaking (3 SHC)
- One additional general education core course from the following discipline areas is required: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
- One of the following courses is recommended:
  FRE 111   Elementary French I (3 SHC)
  GER 111   Elementary German I (3 SHC)
  SPA 111   Elementary Spanish I (3 SHC)

Social/Behavioral Sciences (12 SHC) *Four courses from three discipline areas are required.*
- One of the following courses is required:
  HIS 115   Introduction to Global History (3 SHC) *or*
  HIS 121   Western Civilization I (3 SHC) *or*
  HIS 122   Western Civilization II (3 SHC)
- The following courses are required:
  PSY 150   General Psychology (3 SHC)
  PSY 241   Developmental Psychology (3 SHC)
  SOC 210   Introduction to Sociology (3 SHC)

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC):
- One of the following courses is required: (4 SHC)
  BIO 110   Principles of Biology (4 SHC) *or*
  BIO 111   General Biology I (4 SHC)
- A second course (4 SHC) may be selected from the following:
  CHM 131/131A   Intro to Chemistry/Intro to Chemistry Lab (4 SHC) *or*
  CHM 151   General Chemistry I (4 SHC) *or*
  PHY 110/110A   Conceptual Physics/Conceptual Physics Lab (4 SHC) or
  PHY 151   College Physics I (4 SHC)

Mathematics (6 SHC):
- Two courses are required.
  CIS 110   Introduction to Computers (3 SHC)
  MAT 140   Survey of Mathematics (3 SHC)
  Note: Math courses with a prerequisite of MAT 141 or higher may be subsituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (20 SHC)
- The following courses are required: (5-6 SHC)
  EDU 216   Foundations in Education (4 SHC)
  PED 110   Fit and Well for Life (2 SHC) *or*
  PED 111   Physical Fitness I (1 SHC)
- 14-15 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.
  It is recommended that within the 20 semester hours of "other required hours" pre-education students in elementary education select courses that will help meet a corollary studies area. These courses should be selected in conjunction with the requirements of each university.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University

Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Elementary Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree:

Elementary Education: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major

Minimum statewide requirements are:
1. Minimum 2.5 grade point average on a 4.0 scale.
2. Satisfactory passing scores as established by the State Board of Education on PRAXIS-PPST-Reading: PPST-Writing; PPST-Math.

Receiving institution may have additional requirements, prerequisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institution(s) they anticipate attending.

Pre-Major English (A1010E)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in English.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
* English 111, Expository Writing (3 SHC), is required as the first composition course.
* The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
* One course must be a literature course. Select one course from the following:
  ENG 231   American Literature I (3 SHC) *or*
  ENG 232   American Literature II (3 SHC) *or*
  ENG 241   British Literature I (3 SHC) *or*
  ENG 242   British Literature II (3 SHC)
* One course must be a fine arts course (ART, DRA, or MUS).
* Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
* One of the following course sequences is recommended:
  FRE 111 and 112   Elementary French I & II (6 SHC)
  GER 111 and 112   Elementary German I & II (6 SHC)
  SPA 111 and 112   Elementary Spanish I & II (6 SHC)

Social/Behavioral Sciences (12 SHC) *Four courses from three discipline areas are required.*
* One course must be a history course.
  HIS 115, 121, 122, 131, 132

- Three additional general education core courses from the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology.
  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)
  Natural Sciences (8 SHC):
- One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)
BIO 111	General Biology I (4 SHC)
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 120	Physical Geology (4 SHC)
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151	College Physics I (4 SHC)
PHY 251	General Physics I (4 SHC)

  Credit will not be awarded for both BIO 110 and BIO 111
  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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

  Credit will not be awarded for both BIO 110 and BIO 112
  Mathematics (6-7 SHC):
- Two courses are required.

CIS 110	Introduction to Computers (3 SHC) *and*
MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

  Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.
- The following course is recommended:

MAT 161	College Algebra (3 SHC)

Other Required Hours (19-20 SHC)
- The following courses are required: (7-8 SHC)

ENG 231	American Literature I (3 SHC) *or*

ENG 232	American Literature II (3 SHC) *or*
ENG 241	British Literature I (3 SHC) *or*
ENG 242	British Literature II (3 SHC)
COM 120	Interpersonal Communication (3 SHC) *or*
COM 231	Public Speaking (3 SHC)
PED 110	Fit and Well for Life (2 SHC) *or*
PED 111	Physical Fitness I (1 SHC)

- 11-13 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.
- One of the following courses is recommended:

HIS 115	Introduction to Global History (3 SHC)
HIS 121	Western Civilization (3 SHC)
HIS 122	Western Civilization (3 SHC)
HIS 131	American History I (3 SHC)
HIS 132	American History II (3 SHC)

- One of the following course sequences is recommended:

FRE 211 and 212	Intermediate French I & II (6 SHC)
GER 211 and 212	Intermediate German I & II (6 SHC)
SPA 211 and 212	Intermediate Spanish I & II (6 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University

Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for English will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major

Grade point average requirements vary and admission is competitive across the several programs in English.

Pre-Major English Education (A1010F)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in English Education.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- One of the following course sequences is recommended:
  FRE 111 and 112 Elementary French I & II (6 SHC)
  GER 111 and 112 Elementary German I & II (6 SHC)
  SPA 111 and 112 Elementary Spanish I & II (6 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- The following course is required: (3 SHC)
  PSY 150   General Psychology (3 SHC)
- Two additional general education core courses from the following disci-

pline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology.

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

- One of the following courses is recommended:

| HIS 121 | Western Civilization I (3 SHC) |
| HIS 122 | Western Civilization II (3 SHC) |

Natural Sciences/Mathematics (14-15 SHC)

Natural Sciences (8 SHC):

- One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)
BIO 111	General Biology I (4 SHC)
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 120	Physical Geology (4 SHC)
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151	College Physics I (4 SHC)
PHY 251	General Physics I (4 SHC)

Credit will not be awarded for both BIO 110 and BIO 111

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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

Credit will not be awarded for both BIO 110 and BIO 112

Mathematics (6-7 SHC):

- Two courses are required.

CIS 110	Introduction to Computers (3 SHC) *and*
MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

- The following course is recommended:

| MAT 161 | College Algebra (3 SHC) |

Other Required Hours (19-20 SHC)
- The following courses are required: (8-9 SHC)
EDU 216	Foundations in Education (4 SHC)
COM 120	Interpersonal Communication (3 SHC) *or*
COM 231	Public Speaking (3 SHC)
PED 110	Fit and Well for Life (2 SHC) *or*
PED 111	Physical Fitness I (1 SHC)
- 10-12 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.
- One of the following courses is recommended:
HIS 162	Women and History (3 SHC)
HIS 221	African-American History (3 SHC)
SOC 225	Social Diversity (3 SHC)
- One additional 200-level course in literature is recommended.
- One of the following course sequences is recommended:
FRE 211 and 212	Intermediate French I & II (6 SHC)
GER 211 and 212	Intermediate German I & II (6 SHC)
SPA 211 and 212	Intermediate Spanish I & II (6 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University

Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for English Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major

Grade point average requirements vary and admission is competitive across the several programs in English Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

Pre-Major History (A1010H)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in History.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- One of the following course sequences is recommended:
  FRE 111 and 112   Elementary French I & II (6 SHC)
  GER 111 and 112   Elementary German I & II (6 SHC)
  SPA 111 and 112   Elementary Spanish I & II (6 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- The following course sequence is required.:
  HIS 121 and 122   Western Civilizations I & II (6 SHC)
- Two additional general education core courses from two of the following discipline areas are required: anthropology, economics, geography,

political science, psychology, and sociology.
  ANT 210
  ECO 151, 251, 252
  GEO 111, 112
  POL 110, 120, 210, 220
  PSY 150, 241, 281
  SOC 210, 213, 220, 225, 240
Natural Sciences/Mathematics (14 SHC)
  Natural Sciences (8 SHC):
- One course (4 SHC) must be selected from the following:
  BIO 110   Principles of Biology (4 SHC)
  BIO 111   General Biology I (4 SHC)
  CHM 131/131A   Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
  CHM 151   General Chemistry I (4 SHC)
  GEL 120   Physical Geology (4 SHC)
  PHY 110/110A   Conceptual Physics/Conceptual Physics Lab (4 SHC)
  PHY 151   College Physics I (4 SHC)
  PHY 251   General Physics I (4 SHC)
  Credit will not be awarded for both BIO 110 and BIO 111
  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   General Biology II (4 SHC)
  BIO 120   Introductory Botany (4 SHC)
  BIO 130   Introductory Zoology (4 SHC)
  BIO 140/140A   Environmental Biology/Environmental Biology Lab (4 SHC)
  CHM 152   General Chemistry II (4 SHC)
  GEL 113   Historical Geology (4 SHC)
  PHY 152   College Physics II (4 SHC)
  PHY 252   General Physics II (4 SHC)
  Credit will not be awarded for both BIO 110 and BIO 112
  Mathematics (6 SHC):
- Two courses are required.
  CIS 110   Introduction to Computers (3 SHC)
  MAT 161   College Algebra (3 SHC)
  Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.
Other Required Hours (20 SHC)
- The following courses are required: (10-11 SHC)
  COM 120   Interpersonal Communication (3 SHC) *or*
  COM 231   Public Speaking (3 SHC)
  PED 110   Fit and Well for Life (2 SHC) *or*
  PED 111   Physical Fitness I (1 SHC)
  HIS 131   American History I (3 SHC)
  HIS 132   American History II (3 SHC)
- 9-10 additional hours of approved college transfer credit are needed to

complete the required sixty-four semester hours credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University
Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for History will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in History.

Pre-Major Middle Grades Education
and Special Education (A1010S)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Middle Grades Education and Special Education.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One of the following courses is required:
  ENG 231   American Literature I (3 SHC) *or*
  ENG 232   American Literature II (3 SHC)
- One of the following courses is required:
  ART 111   Art Appreciation (3 SHC) *or*
  ART 114   Art History Survey I (3 SHC) *or*
  ART 115   Art History Survey II (3 SHC) *or*
  MUS 110   Music Appreciation (3 SHC)
- The following course is required:
  COM 231   Public Speaking (3 SHC)
- One additional general education core courses from the following discipline areas is required: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
- One of the following courses is recommended:
  FRE 111   Elementary French I (3 SHC)
  GER 111   Elementary German I (3 SHC)
  SPA 111   Elementary Spanish I (3 SHC)

Social/Behavioral Sciences (12 SHC) *Four courses from three discipline areas are required.*
- One of the following courses is required:
  HIS 115   Introduction to Global History (3 SHC) *or*
  HIS 121   Western Civilization I (3 SHC) *or*
  HIS 122   Western Civilization II (3 SHC)
- The following courses are required:
  PSY 150   General Psychology (3 SHC)
  PSY 241   Developmental Psychology (3 SHC)
  SOC 210   Introduction to Sociology (3 SHC)

Natural Sciences/Mathematics (14 SHC)
Natural Sciences (8 SHC):
- One of the following courses is required (4 SHC)
  BIO 110   Principles of Biology (4 SHC) *or*
  BIO 111   General Biology I (4 SHC)
- A second course (4 SHC) may be selected from the following:
  CHM 131/131A   Intro to Chemistry/Intro to Chemistry Lab (4 SHC) *or*
  CHM 151   General Chemistry I (4 SHC) *or*
  PHY 110/110A   Conceptual Physics/Conceptual Physics Lab (4 SHC) or
  PHY 151   College Physics I (4 SHC)
Mathematics (6 SHC):
- Two courses are required.
  CIS 110   Introduction to Computers (3 SHC)
  MAT 140   Survey of Mathematics (3 SHC)
  Note: Math courses with a prerequisite of MAT 141 or higher may be subsituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (20 SHC)
- The following courses are required: (5-6 SHC)
  EDU 216   Foundations in Education (4 SHC)
  PED 110   Fit and Well for Life (2 SHC) *or*
  PED 111   Physical Fitness I (1 SHC)
- 14-15 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.
  It is recommended that within the 20 semester hours of "other required hours" pre-education students in middle grades education select courses that will help meet a mandated academic (second major) concentration. These courses should be selected in conjunction with the requirements of each university.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University
Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Middle Grades Education and Special Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree:
Middle Grades Education: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, WSSU.
Special Education: ASU, ECU, ECSU, NCA&T, UNC-C, UNC-CH, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major
Minimum statewide requirements are:
1. Minimum 2.5 grade point average on a 4.0 scale.
2. Satisfactory passing scores as established by the State Board of Education on PRAXIS-PPST-Reading: PPST-Writing; PPST-Math.

Receiving institution may have additional requirements, prerequisites, and/ or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institution(s) they anticipate attending.

Pre-Major Nursing (A1010I)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Nursing.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One of the following courses is required:
  COM 120   Interpersonal Communication (3 SHC) *or*
  COM 231   Public Speaking (3 SHC)
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- One additional general education core courses from the following discipline areas is required: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- One of the following courses is recommended:
  FRE 111   Elementary French I (3 SHC)
  GER 111   Elementary German I (3 SHC)
  SPA 111   Elementary Spanish I (3 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132

- The following courses are required: (9 SHC)
  PSY 150   General Psychology (3 SHC)
  PSY 241   Developmental Psychology (3 SHC)
  SOC 210   Introduction to Sociology (3 SHC)
  Natural Sciences/Mathematics (14 SHC)
  Natural Sciences (8 SHC):
- The following course sequence is required:
  CHM 151   General Chemistry I (4 SHC) *and*
  CHM 152   General Chemistry II (4 SHC)
  Mathematics (6 SHC):
- Two courses are required.
  MAT 151   Statistics I (3 SHC)
  MAT 161   College Algebra (3 SHC)
  Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (21 SHC)
- The following courses are required:
  BIO 168   Anatomy and Physiology I (4 SHC)
  BIO 169   Anatomy and Physiology II (4 SHC)
  BIO 175   General Microbiology (3 SHC)
  CIS 110   Introduction to Computers (3 SHC)
  PED 111   Physical Fitness I (1 SHC)
  PSY 281   Abnormal Psychology (3 SHC)
  SOC 213   Sociology of the Family (3 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 65

* 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.

Application to a University
Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Nursing will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ECU, NCA&T, NCCU, UNC-C, UNC-CH, UNC-G, UNC-W, WCU, WSSU.

Admission to the Major
Admission across the several programs in Nursing is competitive. Other professional admission requirements may be designated by individual programs. Grade point average requirements vary.

Pre-Major Physical Education (A1010J)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Physical Education.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- One of the following course sequences is recommended:
  FRE 111 and 112 Elementary French I & II (6 SHC)
  GER 111 and 112 Elementary German I & II (6 SHC)
  SPA 111 and 112 Elementary Spanish I & II (6 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Three additional general education core courses from the following disci-

pline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology.

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

- The following course is recommended:

PSY 150   General Psychology (3 SHC)

Natural Sciences/Mathematics (14-15 SHC)

Natural Sciences (8 SHC):

- One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)
BIO 111	General Biology I (4 SHC)
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 120	Physical Geology (4 SHC)
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151	College Physics I (4 SHC)
PHY 251	General Physics I (4 SHC)

Credit will not be awarded for both BIO 110 and BIO 111
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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

Credit will not be awarded for both BIO 110 and BIO 112

- The following sequence of courses is recommended:

BIO 111	General Biology I (4 SHC)
BIO 112	General Biology II (4 SHC)

Mathematics (6-7 SHC):

- Two courses are required.

CIS 110	Introduction to Computers (3 SHC) *and*
MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at

Coastal Carolina Community College.
- The following course is recommended:
  MAT 161   College Algebra (3 SHC)

Other Required Hours (19-20 SHC)
- The following courses are required: (7 SHC)
  COM 120   Interpersonal Communication (3 SHC) *or*
  COM 231   Public Speaking (3 SHC)
  PED 110   Fit and Well for Life (2 SHC)
  PED   2 SHC of electives
- 12-13 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.
- The following courses are recommended:
  BIO 168   Anatomy and Physiology I (4 SHC)
  EDU 216   Foundations in Education (4 SHC)
  HEA 110   Personal Health/Wellness (3 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University
Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Physical Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Physical Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

Pre-Major Political Science (A1010K)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Political Science.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261,262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- One of the following course sequences is recommended:
  FRE 111 and 112   Elementary French I & II (6 SHC)
  GER 111 and 112   Elementary German I & II (6 SHC)
  SPA 111 and 112   Elementary Spanish I & II (6 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Three additional general education core courses from the following discipline areas are required: anthropology, economics, geography, history,

political science, psychology, and sociology.
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 SHC)

Natural Sciences (8 SHC):

- One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)	
BIO 111	General Biology I (4 SHC)	
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)	
CHM 151	General Chemistry I (4 SHC)	
GEL 120	Physical Geology (4 SHC)	
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)	
PHY 151	College Physics I (4 SHC)	
PHY 251	General Physics I (4 SHC)	

Credit will *not* be awarded for both BIO 110 and BIO 111
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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

Credit will *not* be awarded for both BIO 110 and BIO 112

Mathematics (6 SHC):

- Two courses are required.

CIS 110	Introduction to Computers (3 SHC)
MAT 161	College Algebra (3 SHC)

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (20 SHC)

- The following courses are required: (7-8 SHC)

COM 120	Interpersonal Communication (3 SHC) *or*
COM 231	Public Speaking (3 SHC)
PED 110	Fit and Well for Life (2 SHC) *or*
PED 111	Physical Fitness I (1 SHC)
POL 120	American Government (3 SHC)

- 12-13 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.

- The following courses are recommended:

POL 210	Comparative Government (3 SHC)	
POL 220	International Relations (3 SHC)	
MAT 151	Statistics I (3 SHC)	
MAT 151A	Statistics I Lab (1 SHC)	

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University

Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Political Science will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major

Grade point average requirements vary and admission is competitive across the several programs in Political Science.

Pre-Major Psychology (A1010L)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Psychology.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- One of the following course sequences is recommended:
  FRE 111 and 112 Elementary French I & II (6 SHC)
  GER 111 and 112 Elementary German I & II (6 SHC)
  SPA 111 and 112 Elementary Spanish I & II (6 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- The following course is required: (3 SHC)
  PSY 150   General Psychology (3 SHC)

- Two additional general education core courses from the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology.
  ANT 210
  ECO 151, 251, 252
  GEO 111, 112
  HIS 115, 121, 122, 131, 132
  POL 110, 120, 210, 220
  PSY 241, 281
  SOC 210, 213, 220, 225, 240

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC):
- One of the following courses is required (4 SHC):
  BIO 110   Principles of Biology (4 SHC) *or*
  BIO 111   General Biology I (4 SHC)
- A second course (4 SHC) may be selected from the following:
  BIO 112   General Biology II (4 SHC)
  BIO 120   Introductory Botany (4 SHC)
  BIO 130   Introductory Zoology (4 SHC)
  BIO 140/140A   Environmental Biology/Environmental Biology Lab (4 SHC)
  CHM 131/131A Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
  CHM 151   General Chemistry I (4 SHC)
  CHM 152   General Chemistry II (4 SHC)
  GEL 120   Physical Geology (4 SHC)
  PHY 110/110A Conceptual Physics/Conceptual Physics Lab (4 SHC)
  PHY 151   College Physics I (4 SHC)
  PHY 152   College Physics II (4 SHC)
  PHY 251   General Physics I (4 SHC)
  PHY 252   General Physics II (4 SHC)
  Credit will <u>not</u> be awarded for both BIO 110 and BIO 112
  Mathematics (6 SHC):
- Two courses are required.
  CIS 110   Introduction to Computers (3 SHC)
  MAT 161   College Algebra (3 SHC)
  Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (20 SHC)
- The following courses are required: (4-5 SHC)
  COM 120   Interpersonal Communication (3 SHC) *or*
  COM 231   Public Speaking (3 SHC)
  PED 110   Fit and Well for Life (2 SHC) *or*
  PED 111   Physical Fitness I (1 SHC)
- 15-16 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.
- The following courses are recommended:
  PSY 241   Developmental Psychology (3 SHC)
  PSY 281   Abnormal Psychology (3 SHC)

| MAT 151 | Statistics I (3 SHC) |
| MAT 151A | Statistics I Lab (1 SHC) |

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University

Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Psychology will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major

Grade point average requirements vary and admission is competitive across the several programs in Psychology.

Pre-Major Social Science Secondary Education (A1010M)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Social Science Secondary Education.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- One of the following course sequences is recommended:
  FRE 111 and 112   Elementary French I & II (6 SHC)
  GER 111 and 112   Elementary German I & II (6 SHC)
  SPA 111 and 112   Elementary Spanish I & II (6 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- The following courses are required: (12 SHC)
  HIS 121   Western Civilization I (3 SHC)

HIS 122	Western Civilization II (3 SHC)
POL 120	American Government (3 SHC)
SOC 210	Introduction to Sociology (3 SHC)

Natural Sciences/Mathematics (14-15 SHC)

Natural Sciences (8 SHC):

- One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)
BIO 111	General Biology I (4 SHC)
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 120	Physical Geology (4 SHC)
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151	College Physics I (4 SHC)
PHY 251	General Physics I (4 SHC)

Credit will not be awarded for both BIO 110 and BIO 111
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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

Credit will not be awarded for both BIO 110 and BIO 112

Mathematics (6-7 SHC):

- Two courses are required.

CIS 110	Introduction to Computers (3 SHC) *and*
MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

- The following course is recommended:

| MAT 161 | College Algebra (3 SHC) |

Other Required Hours (20 SHC)

- The following courses are required: (20 SHC)

COM 120	Interpersonal Communication (3 SHC) *or*
COM 231	Public Speaking (3 SHC)
ECO 251	Principles of Microeconomics (3 SHC)
ECO 252	Principles of Macroeconomics (3 SHC)
GEO 111	World Regional Geography (3 SHC)
HIS 131	American History I (3 SHC)
HIS 132	American History II (3 SHC)
PED 110	Fit and Well for Life (2 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

* 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.

Application to a University
Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Social Science Secondary Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, FSU, NCSU, UNC-CH, WCU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Social Science Secondary Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

Pre-Major Social Work (A1010Q)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Social Work.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- The following course sequence is recommended:
  SPA 111 and 112   Elementary Spanish I & II (6 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- The following courses are required: (9 SHC)
  POL 120   American Government (3 SHC)
  PSY 150   General Psychology (3 SHC)

| SOC 210 | Introduction to Sociology (3 SHC) |

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC):

- One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)
BIO 111	General Biology I (4 SHC)
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab 4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 120	Physical Geology (4 SHC)
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151	College Physics I (4 SHC)
PHY 251	General Physics I (4 SHC)

Credit will <u>not</u> be awarded for both BIO 110 and BIO 111
Credit will <u>not</u> 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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

Credit will <u>not</u> be awarded for both BIO 110 and BIO 112

Mathematics (6 SHC):

- Two courses are required.

| CIS 110 | Introduction to Computers (3 SHC) |
| MAT 161 | College Algebra (3 SHC) |

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (20 SHC)

- The following courses are required: (4-5 SHC)

COM 120	Interpersonal Communication (3 SHC) *or*
COM 231	Public Speaking (3 SHC)
PED 110	Fit and Well for Life (2 SHC) *or*
PED 111	Physical Fitness I (1 SHC)

- 15-16 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.

- The following courses are recommended:

ANT 210	General Anthropology (3 SHC)
ECO 151	Survey of Economics (3 SHC)
HIS 122	Western Civilization II (3 SHC)
HIS 132	American History II (3 SHC)
MAT 151	Statistics I (3 SHC)
MAT 151A	Statistics I Lab (1 SHC)
PSY 241	Developmental Psychology (3 SHC)

| PSY 281 | Abnormal Psychology (3 SHC) |
| SOC 220 | Social Problems (3 SHC) |

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University
Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Social Work will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, NCA&T, NCCU, NCSU, UNC-C, UNC-G, UNC-P, UNC-W, WCU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Social Work.

Pre-Major Sociology (A1010N)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Sociology.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- Two additional general education core courses from the following discipline areas are required: art, communication, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  ART 111, 114, 115
  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
- One of the following course sequences is recommended:
  FRE 111 and 112 Elementary French I & II (6 SHC)
  GER 111 and 112 Elementary German I & II (6 SHC)
  SPA 111 and 112 Elementary Spanish I & II (6 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- The following courses are required: (6 SHC)
  SOC 210   Introduction to Sociology (3 SHC)

SOC 220   Social Problems (3 SHC)
- One additional general education core course from one of the following discipline areas is required: anthropology, economics, geography, political science, and psychology.
  ANT 210
  ECO 151, 251, 252
  GEO 111, 112
  POL 110, 120, 210, 220
  PSY 150, 241, 281

Natural Sciences/Mathematics (14-15 SHC)
  Natural Sciences (8 SHC):
- One course (4 SHC) must be selected from the following:
  BIO 110   Principles of Biology (4 SHC)
  BIO 111   General Biology I (4 SHC)
  CHM 131/131A   Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
  CHM 151   General Chemistry I (4 SHC)
  GEL 120   Physical Geology (4 SHC)
  PHY 110/110A   Conceptual Physics/Conceptual Physics Lab (4 SHC)
  PHY 151   College Physics I (4 SHC)
  PHY 251   General Physics I (4 SHC)
  Credit will <u>not</u> be awarded for both BIO 110 and BIO 111
  Credit will <u>not</u> 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   General Biology II (4 SHC)
  BIO 120   Introductory Botany (4 SHC)
  BIO 130   Introductory Zoology (4 SHC)
  BIO 140/140A   Environmental Biology/Environmental Biology Lab (4 SHC)
  CHM 152   General Chemistry II (4 SHC)
  GEL 113   Historical Geology (4 SHC)
  PHY 152   College Physics II (4 SHC)
  PHY 252   General Physics II (4 SHC)
  Credit will <u>not</u> be awarded for both BIO 110 and BIO 112
  Mathematics (6-7 SHC):
- Two courses are required.
  CIS 110   Introduction to Computers (3 SHC) *and*
  MAT 140   Survey of Mathematics (3 SHC) *or*
  MAT 161   College Algebra (3 SHC) *or*
  MAT 171   Precalculus Algebra (3 SHC) *or*
  MAT 175   Precalculus (4 SHC)
  Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.
- The following course is recommended:
  MAT 161   College Algebra (3 SHC)

Other Required Hours (19-20 SHC)
- The following courses are required: (4-5 SHC)
  COM 120   Interpersonal Communication (3 SHC) *or*
  COM 231   Public Speaking (3 SHC)

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| PED 110 | Fit and Well for Life (2 SHC) *or* |
| PED 111 | Physical Fitness I (1 SHC) |

- 14-16 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.
- The following courses are recommended:

| MAT 151 | Statistics I (3 SHC) |
| MAT 151A | Statistics I Lab (1 SHC) |

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University
Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Sociology will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Sociology.

Pre-Major Speech/Communication (A1010O)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Arts program is specifically designed for students who wish to earn a baccalaureate degree in Speech/Communication.

General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC) *Four courses from three discipline areas are required.*
- The following course is required:
  COM 110   Introduction to Communication (3 SHC)
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
  The following course is recommended:
  DRA 122   Oral Interpretation (3 SHC)
- One additional general education core course from the following discipline areas is required: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.
  The following course is recommended:
  HUM 160   Introduction to Film (3 SHC)
- **Social/Behavioral Sciences** (12 SHC) *Four courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- The following course is required: (3 SHC)
  PSY 150   General Psychology (3 SHC)
- Two additional general education core courses from one of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology and sociology.
  The following courses are recommended:
  ANT 210   General Anthropology (3 SHC)
  SOC 210   Introduction to Sociology (3 SHC)

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC):
- One course (4 SHC) must be selected from the following:

BIO 110	Principles of Biology (4 SHC)	
BIO 111	General Biology I (4 SHC)	
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)	
CHM 151	General Chemistry I (4 SHC)	
GEL 120	Physical Geology (4 SHC)	
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)	
PHY 151	College Physics I (4 SHC)	
PHY 251	General Physics I (4 SHC)	

Credit will _not_ be awarded for both BIO 110 and BIO 111

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	General Biology II (4 SHC)
BIO 120	Introductory Botany (4 SHC)
BIO 130	Introductory Zoology (4 SHC)
BIO 140/140A	Environmental Biology/Environmental Biology Lab (4 SHC)
CHM 152	General Chemistry II (4 SHC)
GEL 113	Historical Geology (4 SHC)
PHY 152	College Physics II (4 SHC)
PHY 252	General Physics II (4 SHC)

Credit will _not_ be awarded for both BIO 110 and BIO 112

Mathematics (6-7 SHC):
- Two courses are required.

CIS 110	Introduction to Computers (3 SHC) *and*
MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

- The following course is recommended:

MAT 161	College Algebra (3 SHC)

Other Required Hours (19-20 SHC)
- The following courses are required: (7-8 SHC)

COM 120	Interpersonal Communication (3 SHC)
COM 231	Public Speaking (3 SHC)
PED 110	Fit and Well for Life (2 SHC) *or*
PED 111	Physical Fitness I (1 SHC)

- 11-13 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.
  The following courses are recommended:

COM 140	Intercultural Communication (3 SHC)
MAT 151	Statistics I (3 SHC)
MAT 151A	Statistics I Lab (1 SHC)

| FRE 111/112 | Elementary French I/II (6 SHC) *or* |
| SPA 111/112 | Elementary Spanish I/II (6 SHC) |

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University
Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Speech/Communication will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, NCSU, UNC-C, UNC-G.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Speech/Communication.

ASSOCIATE IN SCIENCE DEGREE (A10400)

The Associate in Science Degree program prepares students to transfer courses or the degree in its entirety to a four-year senior institution. This program is designed for students who wish to earn a baccalaureate degree in a science-related discipline not addressed by the pre-majors described elsewhere in this catalog.

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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (9 SHC) *Three courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- One additional general education core course from the following discipline areas is required: art, communication, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion.
  ART 111, 114, 115
  COM 110, 120, 231
  DRA 111, 112, 122, 211, 212
  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
  A foreign language course is recommended.

Social/Behavioral Sciences (9 SHC) *Three courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Two additional general education courses from the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.
  ANT 210
  ECO 151, 251, 252
  GEO 111, 112
  POL 110, 120, 210, 220
  PSY 150, 241, 281

SOC 210, 213, 220, 225, 240
Natural Sciences/Mathematics (20-24 SHC)
- One of the following sequences is required: (8 SHC)
  BIO 111and 112
  CHM 151 and CHM 152
  PHY 151 and PHY 152
  PHY 251and PHY 252
- Two mathematics courses are required. (6-8 SHC)
  Select **two** courses from among the following:
  MAT 151, 171, 172, 175, 263, 271, 272, 273
  (Note: Additional lab courses may be required for math classes taken at Coastal Carolina Community College.)
- Two additional natural sciences/mathematics courses (6-8 SHC) must be selected from the courses listed above or from the following:
  BIO 120, 130, 140
  GEL 113, 120
  Credit will not be awarded for both courses in the following pairs:
  MAT 172 and MAT 175
  MAT 263 and MAT 271
  PHY 151 and PHY 251
  PHY 152 and PHY 252
Other Required Hours (16-20 SHC)
- One of the following courses is required: (3 SHC)
  CIS 110   Introduction to Computers (3 SHC) or
  CIS 115   Introduction to Programming & Logic (3 SHC)
- One of the following courses is required: (1-2 SHC)
  PED 110   Fit and Well for Life (2 SHC) *or*
  PED 111   Physical Fitness I (1 SHC)
- 11 additional hours of approved college transfer credit in mathematics, natural sciences, or computer science is required.
- 0-5 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.

Total Semester Hours Credit (SHC) in Program: 64

* 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.

Pre-Major Biology and Biology Education (A1040A)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Science program is specifically designed for students who wish to earn a baccalaureate degree in Biology and/or Biology Education.

General Education Core ((46 SHC)* Forty-six semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Science degree programs.   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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (9 SHC) *Three courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- One additional general education core course from the following discipline areas is required: art, communication, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion.
  ART 111, 114, 115
  COM 110, 120, 231
  DRA 111, 112, 122, 211, 212
  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

*A foreign language course is recommended.

Social/Behavioral Sciences (9 SHC) *Three courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Two additional general education courses from the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.
  ANT 210
  ECO 151, 251, 252

GEO 111, 112
POL 110, 120, 210, 220
PSY 150, 241, 281
SOC 210, 213, 220, 225, 240

Natural Sciences/Mathematics (22-24SHC)
Natural Sciences (16 SHC):
- The following courses are required:
  BIO 111   General Biology I (4 SHC)
  CHM 151   General Chemistry I (4 SHC)
  CHM 152   General Chemistry II (4 SHC)
- One of the following courses is required.
  BIO 112, 120, 130
  Mathematics (6-8 SHC):
- Two of the following courses are required:
  MAT 151, 171, 172, 175, 263, 271, 272, 273
  Credit will <u>not</u> be awarded for both MAT 263 and MAT 271 or for both MAT 172 and MAT 175.
  Note: Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (16-18 SHC)
- One of the following courses is required: (3 SHC) or
  CIS 110   Introduction to Computers (3 SHC)
  CIS 115   Introduction to Programming & Logic (3 SHC)
- One of the following courses is required: (1-2 SHC)
  PED 110   Fit & Well for Life (2 SHC) or
  PED 111   Physical Fitness I (1 SHC)
- 11-14 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

*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.

Application to a University
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Science degree, students who meet the requirements outlined in this pre-major articulation agreement for Biology and Biology Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree:
<u>Biology</u>: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.
<u>Biology Education</u>: ASU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-P, UNC-W, WCU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Biology and Biology Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

Pre-Major Engineering (A1040D)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Science program is specifically designed for students who wish to earn a baccalaureate degree in Engineering.

General Education Core (44 SHC) *Forty-four semester hours of credit in general education core courses are required as outlined in the NCCCS Curriculum Standards for Associate in Science degree programs. 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) *Two English composition courses are required.*
* English 111, Expository Writing (3 SHC), is required as the first composition course.
* A second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (9 SHC) *Three courses from three discipline areas are required.*
* One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
* One course must be a fine arts course (ART, DRA, or MUS).
* One additional general education core course from the following discipline areas is required: art, communication, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion.
  ART 111, 114, 115
  COM 110, 120, 231
  DRA 111, 112, 122, 211, 212
  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
A foreign language course is recommended.
* **Social/Behavioral Sciences** (9 SHC) *Three courses from three discipline areas are required.*
* One of the following history courses is required:
  HIS 115, 121, 122, 131, 132
  HIS 121 or 122 is recommended
* One of the following courses is required:
  ECO 251   Principles of Microeconomics (3 SHC)
  ECO 252   Principles of Macroeconomics (3 SHC)
* One additional general education core course from the following discipline

areas is required: anthropology, geography, political science, psychology, and sociology.
ANT 210
GEO 111, 112
POL 110, 120, 210, 220
PSY 150, 241, 281
SOC 210, 213, 220, 225, 240

Natural Sciences/Mathematics (20 SHC)
Natural Sciences (12 SHC):
- The following courses are required:
CHM 151   General Chemistry I (4 SHC)
PHY 251   General Physics I (4 SHC)
PHY 252   General Physics II (4 SHC)
Mathematics (8 SHC):
- Two courses are required.
MAT 271   Calculus I (4 SHC)
MAT 272   Calculus II (4 SHC)

Other Required Hours (20-21 SHC)
- One of the following courses is required: (3 SHC)
CSC 134   C++ Programming (3 SHC) *or*
CSC 148   JAVA Programming (3 SHC)
- The following courses are required: (10 SHC)
CIS 115   Introduction to Programming & Logic (3 SHC)
MAT 273   Calculus III (4 SHC)
MAT 285   Differential Equations (3 SHC)
- One of the following courses is required: (3-4 SHC)
CHM 152   General Chemistry II (4 SHC) *or*
EGR 220   Engineering Statics (3 SHC)
- 3-5 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.
- PED 110 Fit & Well for Life is recommended.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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.

Application to a University
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Science degree, students who meet the requirements outlined in this pre-major articulation agreement for Engineering will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: NCA&T, NCSU, UNC-C.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Engineering.

Associate in Science Degree
Pre-Engineering (A1040D)

Students entering the Pre-Engineering Associate in Science Degree Program must demonstrate competency in or complete the prerequisites (MAT 172 or 175) required for MAT 271 Calculus I.

The required physics, calculus, and computer science courses are generally offered <u>only</u> during the semester in the schedule provided below.

		Class	Lab	Credit
FALL SEMESTER (1st Year)				
CHM 151	General Chemistry I	3	3	4
ENG 111	Expository Writing	3	0	3
MAT 271	Calculus I	3	2	4
	Fine Arts Course	3	0	3
	Social Science Elective (or take in summer)	3	0	3
		15	5	17
SPRING SEMESTER (1st Year)				
CIS 115	Introduction to Programming and Logic	2	2	3
ENG 112	Argument Based Research *or*	3	0	3
ENG 113	Literature-Based Research *or*			
ENG 114	Professional Research and Reporting			
MAT 272	Calculus II	3	2	4
PHY 251	General Physics I	3	3	4
	Humanities Elective (or take in summer)	3	0	3
		14	7	17
FALL SEMESTER (2nd Year)				
CSC 134	C++ Programming*	2	3	3
MAT 273	Calculus III	3	2	4
PHY 252	General Physics II	3	3	4
	History Course	3	0	3
		11	8	14
SPRING SEMESTER (2nd Year)				
CHM 152	General Chemistry II *or*	3	3	4
	Engineering Course, if offered			
ECO 251	Principles of Microeconomics	3	0	3
MAT 285	Differential Equations	3	0	3
	Literature Course	3	0	3
	Elective Course	4	0	4
		16	3	17
	Total Semester Hours:			**65**

Hours Per Week

*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 and take literature in the fall of the second year.

Pre-Major Mathematics (A1040E)

General Education Core (44 SHC) *Forty-four semester hours of credit in general education core courses are required as outlined in the NCCCS Curriculum Standards for Associate in Science degree programs. 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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- A second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (9 SHC) *Three courses from three discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One course must be a fine arts course (ART, DRA, or MUS).
- One additional general education core course from the following discipline areas is required: art, communication, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion.
  ART 111, 114, 115
  COM 110, 120, 231
  DRA 111, 112, 122, 211, 212
  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
  A foreign language course is recommended.
- **Social/Behavioral Sciences** (9 SHC) *Three courses from three discipline areas are required.*
- One of the following history sequences is required:
  HIS 115, 121, 122, 131, 132
- Two additional general education courses from two of the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.
  ANT 210
  ECO 151, 251, 252
  GEO 111, 112
  POL 110, 120, 210, 220
  PSY 150, 241, 281
  SOC 210, 213, 220, 225, 240

Natural Sciences/Mathematics (20 SHC)
　　Natural Sciences (8 SHC):
- The following physics sequence is required:
　　PHY 251　　　　　General Physics I (4 SHC)
　　PHY 252　　　　　General Physics II (4 SHC)
　　Mathematics (12 SHC):
- The following courses are required.
　　MAT 175　　　　　Precalculus I (4 SHC)
　　MAT 271　　　　　Calculus I (4 SHC)
　　MAT 272　　　　　Calculus II (4 SHC)

Other Required Hours (20-21 SHC)
- One of the following courses is required: (3 SHC)
　　CSC 134　　　　　C++ Programming (3 SHC) *or*
　　CSC 148　　　　　JAVA Programming (3 SHC)
- The following courses are required: (7 SHC)
　　CIS 115　　　　　Introduction to Programming & Logic (3 SHC)
　　MAT 273　　　　　Calculus III (4 SHC)
- One of the following courses is required: (3 SHC)
　　MAT 280　　　　　Linear Algebra (3 SHC) *or*
　　MAT 285　　　　　Differential Equations (3 SHC)
- One additional general education humanities course (3 SHC) is required.
- One additional general education social/behavioral sciences course (3 SHC) is required.
- One of the following courses is required: (1-2 SHC)
　　PED 110　　　　　Fit & Well for Life (2 SHC) *or*
　　PED 111　　　　　Physical Fitness I (1 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM:　64-65

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.

Application to a University
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Science degree, students who meet the requirements outlined in this pre-major articulation agreement for Mathematics will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Mathematics.

ASSOCIATE IN FINE ARTS DEGREE (A10200)

The Associate in Fine Arts Degree program prepares students to transfer courses or the degree in its entirety to a four-year senior institution. This program is designed for students who wish to earn a baccalaureate degree in a fine arts discipline.

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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (6 SHC) *Two courses from two discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One additional general education course from the following discipline areas is required: art, communication, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion. Any fine arts course (ART, DRA, MUS) must be outside the major discipline.
  ART 111, 114, 115
  COM 110, 120, 231
  DRA 111, 112, 122, 211, 212
  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) *Three courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Two additional general education core courses from the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.
  ANT 210
  ECO 151, 251, 252
  GEO 111, 112
  POL 110, 120, 210, 220
  PSY 150, 241, 281
  SOC 210, 213, 220, 225, 240

Natural Sciences/Mathematics (7-8 SHC)
Natural Sciences (4 SHC):
- One course (4 SHC) must be selected from the following:
  BIO 110   Principles of Biology (4 SHC)
  BIO 111   General Biology I (4 SHC)
  CHM 131/131A   Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
  CHM 151   General Chemistry I (4 SHC)
  GEL 120   Physical Geology (4 SHC)
  PHY 110/110A   Conceptual Physics/Conceptual Physics Lab (4 SHC)
  PHY 151   College Physics I (4 SHC)
  PHY 251   General Physics I (4 SHC)
  Mathematics (3-4 SHC):
- One course is required.
  MAT 140   Survey of Mathematics (3 SHC) *or*
  MAT 161   College Algebra (3 SHC) *or*
  MAT 171   Precalculus Algebra (3 SHC) *or*
  MAT 175   Precalculus (4 SHC)
  Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (35-36 SHC)
- The following courses are required: (4-5 SHC)
  CIS 110   Introduction to Computers (3 SHC)
  PED 110   Fit and Well for Life (2 SHC) *or*
  PED 111   Physical Fitness I (1 SHC)

- Major Core: Courses required in each major core are listed below.

It is recommended that all students discuss their career/educational goals with an academic counselor and/or faculty advisor in order to register for appropriate courses within a major core.

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 **and four** of the following: MUS 131, 132, 133, 134, 141, 142, 231, 232, 233, 234, 241, 242

- 0-3 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.

Total Semester Hours Credit (SHC) in Program: 64

* 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.

Pre-Major Art (A1020A)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Fine Arts program is specifically designed for students who wish to earn a baccalaureate degree in Art.

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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (6 SHC) *Two courses from two discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One additional general education core course from the following discipline areas is required: communication, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion.
  COM 110, 120, 231
  DRA 111, 112, 122, 211, 212
  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) *Three courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Two additional general education core courses from two of the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.
  ANT 210
  ECO 151, 251, 252
  GEO 111, 112
  POL 110, 120, 210, 220
  PSY 150, 241, 281
  SOC 210, 213, 220, 225, 240

Natural Sciences/Mathematics (7-8 SHC)
  Natural Sciences (4 SHC):
- One course (4 SHC) must be selected from the following:
  BIO 110   Principles of Biology (4 SHC)

BIO 111	General Biology I (4 SHC)
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 120	Physical Geology (4 SHC)
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151	College Physics I (4 SHC)
PHY 251	General Physics I (4 SHC)

Mathematics (3-4 SHC):
- One course (3-4 SHC) must be selected from the following:

MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (35-36 SHC)
- The following courses are required: (34-35 SHC)

ART 114	Art History I (3 SHC)
ART 115	Art History II (3 SHC)
ART 121	Design I (3 SHC)
ART 122	Design II (3 SHC)
ART 131	Drawing I (3 SHC)
ART 132	Drawing II (3 SHC)

- Six additional ART electives must be selected from the following: (18 SHC)
  ART 135, ART 171, ART 231, ART 232, ART 235, ART 240, ART 241, ART 245, ART 246, ART 261, ART 262, ART 271, ART 281, ART 282, ART 283, ART 284
- Other Required Course:

| PED 111 | Physical Fitness I (1 SHC) |

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 65

* 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.

Application to a University
Upon successful completion of the Associate in Fine Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Art will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, WCU, WSSU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Art. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

Pre-Major Drama (A1020C)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Fine Arts program is specifically designed for students who wish to earn a baccalaureate degree in Drama.

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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (6 SHC) *Two courses from two discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One additional general education core course from the following discipline areas is required: art, communication, foreign languages, interdisciplinary humanities, music, philosophy, and religion.
  ART 111, 114, 115
  COM 110, 120, 231
  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) *Three courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Two additional general education core courses from two of the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.
  ANT 210
  ECO 151, 251, 252
  GEO 111, 112
  POL 110, 120, 210, 220
  PSY 150, 241, 281
  SOC 210, 213, 220, 225, 240
- The following course is recommended:
  PSY 150   General Psychology (3 SHC)

Natural Sciences/Mathematics (7-8 SHC)
Natural Sciences (4 SHC):
- One course (4 SHC) must be selected from the following:
  BIO 110   Principles of Biology (4 SHC)
  BIO 111   General Biology I (4 SHC)
  CHM 131/131A Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
  CHM 151   General Chemistry I (4 SHC)
  GEL 120   Physical Geology (4 SHC)
  PHY 110/110A Conceptual Physics/Conceptual Physics Lab (4 SHC)
  PHY 151   College Physics I (4 SHC)
  PHY 251   General Physics I (4 SHC)
Mathematics (3-4 SHC):
- One course (3-4 SHC) must be selected from the following:
  MAT 140   Survey of Mathematics (3 SHC) *or*
  MAT 161   College Algebra (3 SHC) *or*
  MAT 171   Precalculus Algebra (3 SHC) *or*
  MAT 175   Precalculus (4 SHC)
  Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (35-36 SHC)
- The following courses are required: (30-31 SHC)
  CIS 110   Introduction to Computers (3 SHC)
  DRA 120   Voice for Performance (3 SHC)
  DRA 130   Acting I (3 SHC)
  DRA 131   Acting II (3 SHC)
  DRA 140   Stagecraft I (3 SHC)
  DRA 145   Stage Make-up (2 SHC)
  DRA 170   Play Production I (3 SHC)
  DRA 171   Play Production II (3 SHC)
  DRA 211   Theatre History I (3 SHC)
  DRA 212   Theatre History II (3 SHC)
  PED 110   Fit and Well for Life (2 SHC) *or*
  PED 111   Physical Fitness I (1 SHC)
- 1-5 additional hours of approved college transfer credit are needed to complete the required sixty-four semester hours credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64

* 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.

Application to a University
Upon successful completion of the Associate in Fine Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Drama will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, FSU, NCCU,

NCSA, UNC-A, UNC-CH, UNC-C, UNC-G, WCU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Drama.

Pre-Major Music and Music Education (A1020D)

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. This Associate in Fine Arts program is specifically designed for students who wish to earn a baccalaureate degree in Music and/or Music Education.

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) *Two English composition courses are required.*
- English 111, Expository Writing (3 SHC), is required as the first composition course.
- The second composition course must be selected from the following:
  ENG 112   Argument-Based Research (3 SHC)
  ENG 113   Literature-Based Research (3 SHC)
  ENG 114   Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (6 SHC) *Two courses from two discipline areas are required.*
- One course must be a literature course.
  ENG 231, 232, 241, 242, 261, 262
- One additional general education core course from the following discipline areas is required: art, communication, foreign languages, interdisciplinary humanities, philosophy, and religion.
  ART 111, 114, 115
  COM 110, 120, 231
  DRA 111, 112, 122, 211, 212
  FRE 111, 112, 211, 212
  GER 111, 112, 211, 212
  HUM 130, 160, 211, 212
  PHI 215
  REL 211, 212
  SPA 111, 112, 211, 212
- **Social/Behavioral Sciences** (9 SHC) *Three courses from three discipline areas are required.*
- One course must be a history course.
  HIS 115, 121, 122, 131, 132
- Two additional general education core courses from two of the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.
  ANT 210
  ECO 151, 251, 252
  GEO 111, 112
  POL 110, 120, 210, 220
  PSY 150, 241, 281
  SOC 210, 213, 220, 225, 240

Natural Sciences/Mathematics (7-8 SHC)
  Natural Sciences (4 SHC):
- One course (4 SHC) must be selected from the following:
  BIO 110   Principles of Biology (4 SHC)

BIO 111	General Biology I (4 SHC)
CHM 131/131A	Intro to Chemistry/Intro to Chemistry Lab (4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 120	Physical Geology (4 SHC)
PHY 110/110A	Conceptual Physics/Conceptual Physics Lab (4 SHC)
PHY 151	College Physics I (4 SHC)
PHY 251	General Physics I (4 SHC)

Mathematics (3-4 SHC):
- One course (3-4 SHC) must be selected from the following:

MAT 140	Survey of Mathematics (3 SHC) *or*
MAT 161	College Algebra (3 SHC) *or*
MAT 171	Precalculus Algebra (3 SHC) *or*
MAT 175	Precalculus (4 SHC)

Note: Math courses with a prerequisite of MAT 161 or higher may be substituted locally. You must see an academic counselor for details. Additional lab courses may be required for math classes taken at Coastal Carolina Community College.

Other Required Hours (35-36 SHC)
- The following courses are required: (30 SHC)

CIS 110	Introduction to Computers (3 SHC)
MUS 121	Music Theory I (4 SHC)
MUS 122	Music Theory II (4 SHC)
MUS 151	Class Music I (1 SHC)
MUS 152	Class Music II (1 SHC)
MUS 161	Applied Music I (2 SHC)
MUS 162	Applied Music II (2 SHC)
MUS 221	Music Theory III (4 SHC)
MUS 222	Music Theory IV (4 SHC)
MUS 261	Applied Music III (2 SHC)
MUS 262	Applied Music IV (2 SHC)
PED 111	Physical Fitness I (1 SHC)

- Four courses (4 SHC) must be selected from the following:

MUS 131	Chorus I (1 SHC)
MUS 132	Chorus II (1 SHC)
MUS 133	Band I (1 SHC)
MUS 134	Band II (1 SHC)
MUS 141	Ensemble I (1 SHC)
MUS 142	Ensemble II (1 SHC)
MUS 231	Chorus III (1 SHC)
MUS 232	Chorus IV (1 SHC)
MUS 233	Band III (1 SHC)
MUS 234	Band IV (1 SHC)
MUS 241	Ensemble III (1 SHC)
MUS 242	Ensemble IV (1 SHC)

- 5-6 additional hours of other music electives are needed to complete the required sixty-five semester hours credit.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 65

* 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.

Application to a University
Upon successful completion of the Associate in Fine Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Music and Music Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSA, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, WCU, WSSU.

Admission to the Major
Grade point average requirements vary and admission is competitive across the several programs in Music and Music Education. Validation of level of achievement in Theory, Class Music, and Applied Music is required for acceptance into four-year programs in accordance with NASM requirements for admission of transfer students. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

ASSOCIATE IN APPLIED SCIENCE DEGREES
DIPLOMAS
CERTIFICATES

Associate in Applied Science (A.A.S.) programs are designed to provide entry-level employment training in technical areas. A.A.S. programs range from 66-76 semester credit hours. A full-time student can typically complete one of these programs in two years.

Diploma programs are designed to provide entry-level employment training. Diploma programs range from 37 to 48 semester credit hours and can usually be completed by a full-time student within two semesters and one summer session. Associate degree level courses within a diploma program may also be applied toward an A.A.S. degree program.

Certificate programs are designed to provide short-term focused entry-level employment training. Certificate programs range from 12 to 24 semester credit hours and can usually be completed within one to four semesters. Certificate courses may also be applied toward a related diploma or A.A.S. degree program.

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 and three Certificates. The appropriate course work is listed below.

ASSOCIATE IN APPLIED SCIENCE (A25100)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACC 120	Principles of Financial Accounting	3	2	4
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
		17	4	19
SPRING SEMESTER (1st Year)				
ACC 121	Principles of Managerial Accounting	3	2	4
ACC 140	Payroll Accounting	1	2	2
ACC 150	Accounting Software Applications	1	2	2
ACC 180	Practices in Bookkeeping	3	0	3
BUS 116	Business Law II	3	0	3
MAT 115	Mathematical Models	2	2	3
		13	8	17
SUMMER SEMESTER (between 1st & 2nd Year)				
ECO 252	Principles of Macroeconomics	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		9	0	9

FALL SEMESTER (2nd Year)

		Class	Lab	Credit
ACC 129	Individual Income Taxes	2	2	3
ACC 149	Introduction to Accounting Spreadsheets	1	2	2
ACC 220	Intermediate Accounting I	3	2	4
ACC 240	Governmental and Not-for-Profit Accounting	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
		12	6	15

SPRING SEMESTER (2nd Year)

ACC 130	Business Income Taxes	2	2	3
ACC 215	Ethics in Accounting	3	0	3
ACC 221	Intermediate Accounting II	3	2	4
ACC 269	Audit and Assurance Services	3	0	3
BUS 225	Business Finance	2	2	3
		13	6	16

Total Semester Hours: **76**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation		ENG 261	World Literature I
ART 114	Art History Survey I		ENG 262	World Literature II
ART 115	Art History Survey II		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
ENG 241	British Literature I		SPA 111	Elementary Spanish I
ENG 242	British Literature II			

BOOKKEEPER CERTIFICATE (C25100A)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACC 120	Principles of Financial Accounting	3	2	4
CIS 110	Introduction to Computers	2	2	3
		5	4	7
SPRING SEMESTER (1st Year)				
ACC 150	Accounting Software Applications	1	2	2
ACC 180	Practices in Bookkeeping	3	0	3
		4	2	5
Total Semester Hours:				**12**

Upon completion, students should be able to sit for the Certified Bookkeeper exam sponsored by the American Institute of Professional Bookkeepers. (http://www.aipb.org/certificationprogram.html)

INCOME TAX PREPARER CERTIFICATE (C25100B)

	Hours Per Week		
FALL SEMESTER (1st Year)	**Class**	**Lab**	**Credit**
ACC 120 Principles of Financial Accounting	3	2	4
ACC 129 Individual Income Taxes	2	2	3
	5	4	7
SPRING SEMESTER (1st Year)			
ACC 130 Business Income Taxes	2	2	3
CIS 110 Introduction to Computers	2	2	3
	4	4	6

Total Semester Hours: **13**

PAYROLL CLERK CERTIFICATE (C25100C)

	Hours Per Week		
FALL SEMESTER (1st Year)	**Class**	**Lab**	**Credit**
ACC 120 Principles of Financial Accounting	3	2	4
CIS 110 Introduction to Computers	2	2	3
	5	4	7
SPRING SEMESTER (1st Year)			
ACC 140 Payroll Accounting	1	2	2
ACC 150 Accounting Software Applications	1	2	2
ACC 180 Practices in Bookkeeping	3	0	3
	5	4	7

Total Semester Hours: **14**

Upon completion, students should be able to sit for the Fundamental Payroll Certification exam sponsored by the American Payroll Association. (http://www.americanpayroll.org/certi.html)

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 an Associate in Applied Science Degree, 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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (A35100)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
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
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
		12	14	19
SPRING SEMESTER (1st Year)				
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heap Pump Technology	2	4	4
AHR 130	HVAC Controls	2	2	3
AHR 235	Refrigeration Design	2	2	3
MAT 115	Mathematical Models	2	2	3
		10	14	17
SUMMER SEMESTER (1st Year)				
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
ELC 125	Diagrams and Schematics	1	2	2
		5	9	9
FALL SEMESTER (2nd Year)				
AHR 225	Commercial System Design	2	2	3
COM 120	Interpersonal Communication	3	0	3
Humanities/Fine Arts Elective		3	0	3
Natural Science/Math Elective		3	0	3
		11	2	12

SPRING SEMESTER (2nd Year)

AHR 212	Advanced Comfort Systems	2	6	4
AHR 220	Commercial Building Code	2	0	2
ELC 118	National Electric Code	1	2	2
ISC 115	Construction Safety	2	0	2
Social/Behavioral Science Elective		3	0	3
		10	8	13

Total Semester Hours: 70

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	GER 111	Elementary German I
ART 114	Art History Survey I	HUM 130	Myth in Human Culture
ART 115	Art History Survey II	HUM 160	Introduction to Film
COM 110	Intro to Communication	HUM 211	Humanities I
COM 120	Interpersonal Comm	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
FRE 111	Elementary French I		

APPROVED MATH/NATURAL SCIENCE ELECTIVES

BIO 110	Principles of Biology	MAT 140A	Survey of Math Lab
BIO 111	General Biology	MAT 141	Math Concepts
CHM 121	Foundations of Chemistry	MAT 141A	Math Concepts Lab
CHM 121A	Foundations of Chem Lab	MAT 151	Statistics
CHM 130	General, Organic and Biochemistry	MAT 151A	Statistics Lab
		MAT 161	College Algebra
CHM 130A	General, Organic and Biochemistry Lab	MAT 161A	College Algebra Lab
		MAT 171	Precalculus Trig Algebra
CHM 131	Intro to Chemistry	MAT 171A	Precalculus Trig Algebra Lab
CHM 131A	Intro to Chemistry Lab	MAT 175	Precalculus
CHM 151	General Chemistry I	MAT 175A	Precalculus Lab
CHM 151A	General Chemistry I Lab	PHY 110	Conceptual Physics
GEL 120	Physical Geology	PHY 110A	Conceptual Physics Lab
MAT 110	Math Measurement	PHY 121	Applied Physics
MAT 121	Algebra/Trigonometry I	PHY 131	Physics-Mechanics
MAT 140	Survey of Math	PHY 151	College Physics I

APPROVED SOCIAL/BEHAVIORAL SCIENCE ELECTIVES

ANT 210	General Anthropology	POL 110	Intro to Political Science
ECO 151	Survey of Economics	POL 120	American Government
ECO 251	Prin of Microeconomics	POL 210	Comparative Government
ECO 252	Prin of Macroeconomics	POL 220	International Relations
GEO 111	World Regional Geography	PSY 150	General Psychology
GEO 112	Cultural Geography	SOC 210	Intro to Sociology
HIS 115	Intro to Global History	SOC 213	Sociology of the Family
HIS 121	Western Civilization I	SOC 220	Social Problems
HIS 122	Western Civilization II	SOC 225	Social Diversity
HIS 131	American History I	SOC 240	Social Psychology
HIS 132	American History II		

DIPLOMA (D35100)

		Hours Per Week		
SUMMER SEMESTER		**Class**	**Lab**	**Credit**
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 110	Introduction to Computers	2	2	3
		6	9	10
FALL SEMESTER				
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
SPRING SEMESTER				
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heap Pump Technology	2	4	4
AHR 130	HVAC Controls	2	2	3
AHR 235	Refrigeration Design	2	2	3
ENG 102	Applied Communications II	3	0	3
		11	12	17

Total Semester Hours: **43**

BASIC REFRIGERATION CERTIFICATE (C35100B)
(This certificate is 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

Total Semester Hours: **15**

HEATING AND COOLING SYSTEMS CERTIFICATE (C35100C)
(This certificate is offered every other year in the evening program)

	Hours Per Week		
SUMMER SEMESTER 2006	**Class**	**Lab**	**Credit**
AHR 130 HVAC Controls	2	2	3
	2	2	3
FALL SEMESTER 2006			
AHR 113 Comfort Cooling	2	4	4
	2	4	4
SPRING SEMESTER 2007			
AHR 112 Heating Technology	2	4	4
AHR 235 Refrigeration Design	2	2	3
	4	6	7
Total Semester Hours:			**14**

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 is offered every other year in the evening program)

	Hours Per Week		
SUMMER SEMESTER 2005	**Class**	**Lab**	**Credit**
AHR 210 Residential Building Code	1	2	2
	1	2	2
FALL SEMESTER 2005			
AHR 211 Residential System Design	2	2	3
AHR 212 Advanced Comfort Systems	2	6	4
	4	8	7
SPRING SEMESTER 2006			
AHR 220 Commercial Building Codes	2	0	2
AHR 225 Commercial System Design	2	3	3
	4	3	5
Total Semester Hours:			**14**

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 document 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, a Diploma, and two Certificates. 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		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
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
SPRING SEMESTER (1st Year)				
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
SUMMER SEMESTER (1st Year)				
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
FALL SEMESTER (2nd Year)				
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)

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

Total Semester Hours: 73

APPROVED SOCIAL/BEHAVIORAL SCIENCE ELECTIVES

ANT 210	General Anthropology	POL 110	Intro to Political Science
ECO 151	Survey of Economics	POL 120	American Government
ECO 251	Prin of Microeconomics	POL 210	Comparative Government
ECO 252	Prin of Macroeconomics	POL 220	International Relations
GEO 111	World Regional Geography	PSY 150	General Psychology
GEO 112	Cultural Geography	SOC 210	Intro to Sociology
HIS 115	Intro to Global History	SOC 213	Sociology of the Family
HIS 121	Western Civilization I	SOC 220	Social Problems
HIS 122	Western Civilization II	SOC 225	Social Diversity
HIS 131	American History I	SOC 240	Social Psychology
HIS 132	American History II		

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 261	World Literature I
ART 114	Art History Survey I	ENG 262	World Literature II
ART 115	Art History Survey II	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
ENG 241	British Literature I	SPA 111	Elementary Spanish I
ENG 242	British Literature II		

DIPLOMA (D40100)

FALL SEMESTER

		Hours Per Week		
		Class	Lab	Credit
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

SPRING SEMESTER

		Class	Lab	Credit
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
		7	14	12

SUMMER SEMESTER

		Class	Lab	Credit
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
		8	7	11

Total Semester Hours: **38**

ARCHITECTURAL DRAFTING AND DESIGN I CERTIFICATE (C40100)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
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	8	8	12

Total Semester Hours: **12**

ARCHITECTURAL DRAFTING AND DESIGN II CERTIFICATE (C40100A)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
MAT 121	Algebra/Trigonometry I	2	2	3
		2	2	3
SPRING SEMESTER				
ARC 113	Residential Architectural Technology	1	6	3
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
ARC 131	Building Codes	2	2	3
ENG 111	Expository Writing	3	0	3
		7	14	12

Total Semester Hours: **15**

The Architectual Drafting and Design II Certificate is intended for students who have completed the Architectural Drafting and Design I Certificate or ARC 111.

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, physicians' 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)

FALL SEMESTER (1st Year)		Class	Lab	Clinic	Credit
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
SPRING SEMESTER (1st Year)					
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
SUMMER SEMESTER (1st Session)					
NUR 185	Mental Health Nursing	3	0	6	5
		3	0	6	5
SUMMER SEMESTER (2nd Session)					
CIS 110	Introduction to Computers	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		5	2	0	6
FALL SEMESTER (2nd Year)					
ENG 114	Professional Research and Reporting	3	0	0	3
NUR 116	Nursing of Older Adults (5 weeks)	2	3	3	4
NUR 125	Maternal-Child Nursing (11 weeks)	5	3	6	8
		10	6	9	15

The table above has a header "Hours Per Week" spanning Class, Lab, Clinic columns.

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 261	World Literature I
ART 114	Art History Survey I		ENG 262	World Literature II
ART 115	Art History Survey II		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
ENG 241	British Literature I		SPA 111	Elementary Spanish I
ENG 242	British Literature II			

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)

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

(Column headers: **Hours Per Week** — Class, Lab, Credit)

Total Semester Hours: **39**

CERTIFICATE (C60100)

	Hours Per Week		
FALL SEMESTER	**Class**	**Lab**	**Credit**
AUB 121 Non-Structural Damage I	1	4	3
AUB 136 Plastics & Adhesives	1	4	3
	2	8	6
SPRING SEMESTER			
AUB 111 Painting and Refinishing I	2	6	4
	2	6	4
SUMMER SEMESTER			
AUB 114 Special Finishes	1	2	2
	1	2	2

Total Semester Hours: **12**

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 a Diploma and 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.

DIPLOMA (D60160)

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
MAT 101	Applied Mathematics I	2	2	3
		9	14	15
SPRING SEMESTER				
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
CIS 111	Basic PC Literacy	1	2	2
ENG 102	Applied Communications II	3	0	3
		12	14	17
SUMMER SEMESTER				
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

Total Semester Hours: 44

CERTIFICATE (C60160)

Automotive Systems Technology Certificate (C60160)

		Hours Per Week		
FALL SEMESTER		**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

Total Semester Hours: 12

Automotive Systems Technology: Engines Certificate (C60160E)

		Hours Per Week		
SPRING SEMESTER		**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

Total Semester Hours: 12

Automotive Systems Technology: Mechanical Components Certificate (C60160M)

		Hours Per Week		
SUMMER SEMESTER		**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

Total Semester Hours: 12

Evening
Automotive Systems Technology: Diagnostics Certificate (C60160D)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
AUT 151	Brake Systems	2	2	3
AUT 162	Chassis Electrical and Electronics	2	2	3
		4	4	6
SPRING SEMESTER				
AUT 181	Engine Performance-Electrical	2	3	3
AUT 183	Engine Performance-Fuels	2	3	3
		4	6	6
SUMMER SEMESTER				
AUT 171	Heating and Air Conditioning	2	3	3
		2	3	3

Total Semester Hours: 15

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, 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)

		Class	Lab	Credit
		Hours Per Week		
CJC 100	Basic Law Enforcement Training	8	30	18
	Total Semester Hours:			**18**

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 and three Certificates. The appropriate course work is listed below.

ASSOCIATE IN APPLIED SCIENCE (A25120)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
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
	Humanities/Fine Arts Elective	3	0	3
		17	2	18

SPRING SEMESTER (1st Year)				
BUS 116	Business Law II	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
MAT 115	Mathematical Models	2	2	3
MKT 120	Principles of Marketing	3	0	3
SOC 210	Introduction to Sociology	3	0	3
	Approved Business Elective	3	0	3
		17	2	18

FALL SEMESTER (2nd Year)				
ACC 120	Principles of Financial Accounting	3	2	4
BUS 137	Principles of Management	3	0	3
CIS 120	Spreadsheet I	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
	Approved Business Elective	3	0	3
		14	4	16

SPRING SEMESTER (2nd Year)

ACC 121	Principles of Managerial Accounting	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
BUS 280	REAL Small Business
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 261	World Literature I
ART 114	Art History Survey I	ENG 262	World Literature II
ART 115	Art History Survey II	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
ENG 241	British Literature I	SPA 111	Elementary Spanish I
ENG 242	British Literature II		

BUSINESS ADMINISTRATION CERTIFICATE (C25120)

FALL SEMESTER		Class	Lab	Credit
ACC 120	Principles of Financial Accounting	3	2	4
BUS 110	Introduction to Business	3	0	3
		6	2	7

SPRING SEMESTER				
BUS 137	Principles of Management	3	0	3
MKT 120	Principles of Marketing	3	0	3
		6	0	6

Total Semester Hours: **13**

PERSONNEL CERTIFICATE (C25120P)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
		6	0	6
SPRING SEMESTER				
BUS 153	Human Resource Management	3	0	3
BUS 217	Employment Law and Regulations	3	0	3
		6	0	6

Total Semester Hours: **12**

RETAILING CERTIFICATE (C25120R)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
BUS 110	Introduction to Business	3	0	3
MKT 121	Retailing	3	0	3
		6	0	6

SPRING SEMESTER				
MKT 120	Principles of Marketing	3	0	3
MKT 123	Fundamentals of Selling	3	0	3
		6	0	6

Total Semester Hours: **12**

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)

FALL SEMESTER (1st Year)		Class	Lab	Credit
ACC 120	Principles of Financial Accounting	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
SPRING SEMESTER (1st Year)				
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
SUMMER SEMESTER (1st Year)				
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

The header "Hours Per Week" spans over the Class and Lab columns.

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 **OR**	3	0	3
PSY 150	General Psychology*			
	Technical Elective	2	2	3
		10	12	15

*PSY 150 is a transferrable course.

Total Semester Hours: **74**

Approved Technical Electives

CIS 172	Introduction to Internet	CIS 217	Computer Training & Support
CIS 215	Hardware Install/Maint		

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)
FALL ENTRY

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
COM 101	Workplace 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
SPRING SEMESTER				
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
		4	36	16
SUMMER SEMESTER				
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

Total Semester Hours: **48**

DIPLOMA (D55140)
SPRING ENTRY

	Hours Per Week		
SPRING SEMESTER			
COM 101 Workplace 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
SUMMER SEMESTER			
COS 114 Salon II	0	24	8
COS 250 Computerized Salon Ops	1	0	1
	1	24	9
FALL SEMESTER			
COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
COS 117 Cosmetology Concepts IV	2	0	2
COS 118 Salon IV	0	21	7
	6	33	17

Total Semester Hours: **48**

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. 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 (C55160)

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

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)

FALL SEMESTER (1st Year)		Class	Lab	Credit
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

SPRING SEMESTER (1st Year)				
CJC 112	Criminology	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 211	Counseling	3	0	3
MAT 115	Mathematical Models	2	2	3
PSY 150	General Psychology	3	0	3
		14	2	15

SUMMER SEMESTER (1st Year)				
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

The header "Hours Per Week" spans the Class, Lab, Credit columns.

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, 2002, may receive credit for the following courses:

CJC 120	Interviews/Interrogations
CJC 131	Criminal Law
CJC 132	Court Procedure and Evidence
CJC 221	Investigative Principles

For students entering the Criminal Justice curriculum who completed the BLET curriculum *before* May 31, 2002, course credit will be evaluated on a case-by-case basis.

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	GER 111	Elementary German I
ART 114	Art History Survey I	HUM 130	Myth in Human Culture
ART 115	Art History Survey II	HUM 160	Introduction to Film
COM 110	Intro to Communication	HUM 211	Humanities I
COM 231	Public Speaking	HUM 212	Humanities II
DRA 111	Theatre Appreciation	MUS 110	Music Appreciation
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 211	Theatre History I	REL 211	Intro to Old Testament
DRA 212	Theatre History II	REL 212	Intro to New Testament
FRE 111	Elementary French I	SPA 111	Elementary Spanish I

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)

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

Hours Per Week heading applies to Class, Lab, Clinic columns.

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

Programs in dental assisting and dental hygiene are accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. Please refer to page 165 of this catalog for additional information concerning accreditation.

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)

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

The "Hours Per Week" header spans the Class, Lab, Clinic, Credit columns.

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	GER 111	Elementary German I
ART 114	Art History Survey I	HUM 130	Myth in Human Culture
ART 115	Art History Survey II	HUM 160	Introduction to Film
COM 110	Intro to Communication	HUM 211	Humanities I
COM 231	Public Speaking	HUM 212	Humanities II
DRA 111	Theatre Appreciation	MUS 110	Music Appreciation
DRA 112	Literature of the Theatre	MUS 213	Opera and Music Theatre
DRA 122	Oral Interpretation	PHI 215	Philosophical Issues
DRA 211	Theatre History I	REL 211	Intro to Old Testament
DRA 212	Theatre History II	REL 212	Intro to New Testament
FRE 111	Elementary French I	SPA 111	Elementary Spanish I

Programs in dental assisting and dental hygiene programs are accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611 or by calling 1-800-621-8099 extension 2719.

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)	Class	Lab/Work Experience	Credit
		Hours Per Week	
CIS 110 Introduction to Computers	2	2	3
EDU 119 Intro to Early Child Education	4	0	4
EDU 144 Child Development I	3	0	3
EDU 153 Health, Safety, and Nutrition	3	0	3
EDU 280 Language & Literacy Exp	3	0	3
EDU 280A Literacy Exp Lab	0	2	1
	15	4	17
SPRING SEMESTER (1st Year)			
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
ENG 111 Expository Writing	3	0	3
	13	12	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 Exceptionalities	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)

		Class	Lab/Work	Credit
EDU 261*	Early Childhood Administration I	2	0	2
EDU 271	Educational Technology	2	2	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
SOC 213	Sociology of the Family	3	0	3
	Approved Elective	3	0	3
		13	4	15

SPRING SEMESTER (2nd Year)

		Class	Lab/Work	Credit
COE 121	Co-op Work Experience II (Early Childhood)	0	10	1
COE 125	Work Experience Seminar II	1	0	1
EDU 234	Infants, Toddlers, & Twos	3	0	3
	Humanities/Fine Arts Elective	3	0	3
	Approved Elective	3	0	3
	Approved Elective	3	0	3
		13	10	14
	Total Semester Hours:			**74**

*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		
FALL SEMESTER (1st Year)		Class	Lab/Work Experience	Credit
CIS 110	Introduction to Computers	2	2	3
EDU 119	Intro to Early Child Educ	4	0	4
		6	2	7
SPRING SEMESTER (1st Year)				
EDU 144	Child Development I	3	0	3
EDU 146	Child Guidance	3	0	3
		6	0	6
SUMMER SEMESTER (1st Year)				
EDU 131	Child, Family and Community	3	0	3
EDU 145	Child Development II	3	0	3
		6	0	6
FALL SEMESTER (2nd Year)				
EDU 153	Health, Safety, and Nutrition	3	0	3
EDU 280	Language & Literacy Exp	3	0	3
EDU 280A	Literacy Exp Lab	0	2	1
		6	2	7
SPRING SEMESTER (2nd Year)				
COM 120	Interpersonal Communication	3	0	3
EDU 151	Creative Activities	3	0	3
EDU 151A	Creative Activities Lab	0	2	1
		6	2	7
SUMMER SEMESTER (2nd Year)				
EDU 221	Children with Exceptionalities	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
EDU 271	Educational Technology	2	2	3
		3	12	5

SUMMER SEMESTER (3rd Year)

SOC 213	Sociology of the Family	3	0	3
	Approved Elective	3	0	3
		6	0	6

FALL SEMESTER (4th Year)

EDU 261*	Early Childhood Administration I	2	0	2
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
		5	2	6

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
EDU 234	Infants, Toddlers, and Twos	3	0	3
		4	10	5

SUMMER SEMESTER (4th Year)

	Approved Elective	3	0	3
	Approved Elective	3	0	3
		6	0	6

Total Semester Hours: **74**

*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.

Choose three electives from the courses listed below.

ACC 120	Principles of Financial Acct	PSY 241	Developmental Psychology
BUS 110	Introduction to Business	PSY 243	Child Psychology
BUS 153	Human Resource Mgt	PSY 263	Educational Psychology
BUS 230	Small Bus Management	SOC 210	Introduction to Sociology
EDU 262	Early Childhood Admin II	SOC 220	Social Problems
PSY 150	General Psychology	SOC 240	Social Psychology
PSY 211	Psychology of Adjustment		

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	HUM 130	Myth in Human Culture
ART 114	Art History Survey I	HUM 160	Introduction to Film
ART 115	Art History Survey II	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
FRE 111	Elementary French I	REL 212	Intro to New Testament
GER 111	Elementary German I	SPA 111	Elementary Spanish I

DIPLOMA (D55220)

FALL SEMESTER

		Class	Lab/Work Experience	Credit
CIS 110	Introduction to Computers	2	2	3
EDU 119	Intro to Early Child Educ	4	0	4
EDU 144	Child Development I	3	0	3
EDU 153	Health, Safety, and Nutrition	3	0	3
EDU 280	Language & Literacy Exp	3	0	3
EDU 280A	Literacy Exp Lab	0	2	1
		15	4	17

SPRING SEMESTER

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
ENG 102	Applied Communications II	3	0	3
		13	12	15

SUMMER SEMESTER

COM 120	Interpersonal Communication	3	0	3
EDU 131	Child, Family and Community	3	0	3
EDU 221	Children with Exceptionalities	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

Total Semester Hours: 45

EVENING

FALL SEMESTER (1st Year)	Hours Per Week		
	Class	Lab/Work Experience	Credit
CIS 110 Introduction to Computers	2	2	3
EDU 119 Intro to Early Child Educ	4	0	4
	6	2	7
SPRING SEMESTER (1st Year)			
EDU 144 Child Development I	3	0	3
EDU 146 Child Guidance	3	0	3
	6	0	6
SUMMER SEMESTER (1st Year)			
EDU 131 Child, Family and Community	3	0	3
EDU 145 Child Development II	3	0	3
	6	0	6
FALL SEMESTER (2nd Year)			
EDU 153 Health, Safety, and Nutrition	3	0	3
EDU 280 Language & Literacy Exp	3	0	3
EDU 280A Literacy Exp Lab	0	2	1
	6	2	7
SPRING SEMESTER (2nd Year)			
COM 120 Interpersonal Communication	3	0	3
EDU 151 Creative Activities	3	0	3
EDU 151A Creative Activities Lab	0	2	1
	6	2	7
SUMMER SEMESTER (2nd Year)			
EDU 221 Children with Exceptionalities	3	0	3
ENG 102 Applied Communications II	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
	3	2	4
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
	1	10	2
Total Semester Hours:			**45**

CERTIFICATE (C55220)

	Hours Per Week		
	Class	Lab/Work Experience	Credit
EDU 119 Intro to Early Child Educ	4	0	4
EDU 131 Child, Family and Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
Total Semester Hours:			**16**

EARLY CHILDHOOD ASSOCIATE ADMINISTRATION
CERTIFICATE (C55220A)

		Hours Per Week		
		Class	Lab/Work Experience	Credit
EDU 131	Child, Family and Community	3	0	3
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 261	Early Childhood Administration I	2	0	2
EDU 262	Early Childhood Administration II	3	0	3
	Total Semester Hours:			**17**

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 and three Certificates. 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)

FALL SEMESTER		Class	Lab	Credit
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
SPRING SEMESTER				
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
SUMMER SEMESTER				
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

Hours Per Week shown above Class/Lab/Credit headers.

Total Semester Hours: **44**

BASIC ELECTRICAL TECHNOLOGY CERTIFICATE (C35220)

FALL SEMESTER		Hours Per Week		
		Class	Lab	Credit
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
		8	14	13

Total Semester Hours: 13

INTERMEDIATE ELECTRICAL TECHNOLOGY CERTIFICATE (C35220A)

SPRING SEMESTER		Hours Per Week		
		Class	Lab	Credit
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
		7	16	13

Total Semester Hours: 13

The Intermediate Electrical Technology Certificate is intended for students who have completed the Basic Electrical Technology Certificate.

ADVANCED ELECTRICAL TECHNOLOGY CERTIFICATE (C35220B)

SPRING SEMESTER		Hours Per Week		
		Class	Lab	Credit
ELC 118	National Electrical Code	1	2	2
		1	2	2
SUMMER SEMESTER				
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

Total Semester Hours: 12

The Advanced Electrical Technology Certificate is intended for students who have completed the Basic Electrical Technology Certificate.

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 an Associate in Applied Science Degree, 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.

ASSOCIATE IN APPLIED SCIENCE (A50120)

FALL SEMESTER (1st Year)	Class	Lab	Credit
ELC 140 Fundamentals of DC/AC Circuit	5	6	7
ELN 141 Digital Fundamentals	4	6	6
ENG 111 Expository Writing	3	0	3
MAT 121 Algebra/Trigonometry I	2	2	3
	14	14	19
SPRING SEMESTER (1st Year)			
ELN 140 Semiconductor Devices	4	6	6
ELN 241 Consumer Electronics	4	6	6
ELN 244 Computer Repair	3	6	5
	11	18	17
SUMMER SEMESTER (1st Year)			
CIS 110 Introduction to Computers	2	2	3
ELN 142 Video Systems	7	9	10
	9	11	13
(Evening offerings)			
FALL SEMESTER (2nd Year)			
ELN 245 Computer Peripherals	3	6	5
	3	6	5
SPRING SEMESTER (2nd Year)			
ELN 246 Certified Electronic Tech Prep	3	0	3
ENG 114 Professional Research and Reporting	3	0	3
	6	0	6

The header "Hours Per Week" spans the Class, Lab, Credit columns.

SUMMER SEMESTER (2nd Year)

	Class	Lab	Credit
Humanities/Fine Arts Elective	3	0	3
Social/Behavioral Science Elective	3	0	3
	6	0	6

Total Semester Hours: 66

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 261	World Literature I
ART 114	Art History Survey I	ENG 262	World Literature II
ART 115	Art History Survey II	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
ENG 241	British Literature I	SPA 111	Elementary Spanish I
ENG 242	British Literature II		

APPROVED SOCIAL/BEHAVIORAL SCIENCE ELECTIVES

ANT 210	General Anthropology	POL 110	Intro to Political Science
ECO 151	Survey of Economics	POL 120	American Government
ECO 251	Prin of Microeconomics	POL 210	Comparative Government
ECO 252	Prin of Macroeconomics	POL 220	International Relations
GEO 111	World Regional Geography	PSY 150	General Psychology
GEO 112	Cultural Geography	SOC 210	Intro to Sociology
HIS 115	Intro to Global History	SOC 213	Sociology of the Family
HIS 121	Western Civilization I	SOC 220	Social Problems
HIS 122	Western Civilization II	SOC 225	Social Diversity
HIS 131	American History I	SOC 240	Social Psychology
HIS 132	American History II		

DIPLOMA (D50120)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
ELC 140	Fundamentals of DC/AC Circuit	5	6	7
ELN 141	Digital Fundamentals	4	6	6
ENG 102	Applied Communications II	3	0	3
MAT 101	Applied Mathematics I	2	2	3
		14	14	19

SPRING SEMESTER

		Class	Lab	Credit
ELN 140	Semiconductor Devices	4	6	6
ELN 241	Consumer Electronics	4	6	6
ELN 244	Computer Repair	3	6	5
		11	18	17

SUMMER SEMESTER

		Class	Lab	Credit
CIS 111	Basic PC Literacy	1	2	2
ELN 142	Video Systems	7	9	10
		8	11	12

Total Semester Hours: 48

CERTIFICATE (C50120)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
ELC 140	Fundamentals of DC/AC Circuit	5	6	7
ELN 141	Digital Fundamentals	4	6	6
		9	12	13

Total Semester Hours: 13

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. Coastal Carolina Community College requires that students complete all degree requirements to establish eligibility to take the paramedic certification examination.

ASSOCIATE IN APPLIED SCIENCE (A45340)

			Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Clinic	Credit
BIO 168	Anatomy and Physiology I	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
EMS 110	EMT-Basic	5	6	0	7
EMS 150	Emergency Vehicles & EMS Comm	1	3	0	2
		11	14	0	16
SPRING SEMESTER (1st Year)					
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	3	0	2
		8	14	6	15
SUMMER SEMESTER (1st Year)					
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 240	Special Needs Patients	1	2	0	2
EMS 250	Advanced Medical Emergencies	2	3	0	3
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	5	9	19

SPRING SEMESTER (2nd Year)

EMS 241	Clinical Practicum IV	0	0	9	3
EMS 260	Advanced Trauma Emergencies	1	3	0	2
EMS 270	Life Span Emergencies	2	2	0	3
EMS 285	EMS Capstone	1	3	0	2
ENG 114	Professional Research and Reporting	3	0	0	3
		7	8	9	13

Total Semester Hours: **72**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 261	World Literature I
ART 114	Art History Survey I	ENG 262	World Literature II
ART 115	Art History Survey II	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
ENG 241	British Literature I	SPA 111	Elementary Spanish I
ENG 242	British Literature II		

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-three (43) transfer hours will be awarded. Admission requirements must be met prior to matriculation.

ASSOCIATE IN APPLIED SCIENCE (A45340B)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Clinic**	**Credit**
BIO 168	Anatomy and Physiology I	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
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
		13	7	0	16
SPRING SEMESTER					
BIO 169	Anatomy and Physiology II	3	3	0	4
EMS 140	Rescue Scene Management	1	3	0	2
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	6	0	14

Semester Hours:	**30**
Transfer Hours:	**43**
Total Semester Hours:	**73**

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 five Certificates. The appropriate course work for each is listed below.

ASSOCIATE IN APPLIED SCIENCE (A55240)

		Class	Lab	Credit
FALL SEMESTER (1st Year)				
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
FIP 120	Introduction to Fire Protection	3	0	3
FIP 124	Fire Prevention and Public Education	3	0	3
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		17	2	18
SPRING SEMESTER (1st Year)				
FIP 152	Fire Protection Law	3	0	3
FIP 160	Fire Protection/Electrical	2	0	2
FIP 160A	Fire Protection/Electrical Lab	0	2	1
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240	Fire Service Supervision	3	0	3
MAT 115	Mathematical Models	2	2	3
		13	4	15
SUMMER SEMESTER (1st Year)				
ENG 114	Professional Research and Reporting	3	0	3
FIP 128	Detection and Investigation	3	0	3
FIP 221	Advanced Fire Fighting Strategies	3	0	3
		9	0	9

Hours Per Week header spans Class, Lab, Credit columns.

FALL SEMESTER (2nd Year)

FIP 144	Sprinklers and Auto Alarms	2	2	3
FIP 164	OSHA Standards	3	0	3
FIP 230	Chemistry of Hazardous Materials I	5	0	5
POL 130	State and Local Government	3	0	3
		13	2	14

SPRING SEMESTER (2nd Year)

FIP 224	Instructional Methodology	4	0	4
FIP 232	Hydraulics and Water Distribution	2	2	3
FIP 252	Apparatus Specification and Purchase	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		12	2	13

Total Semester Hours: 69

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation		ENG 261	World Literature I
ART 114	Art History Survey I		ENG 262	World Literature II
ART 115	Art History Survey II		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
ENG 241	British Literature I		SPA 111	Elementary Spanish I
ENG 242	British Literature II			

DIPLOMA (D55240)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
CIS 110	Introduction to Computers	2	2	3
ENG 102	Applied Communications II	3	0	3
FIP 120	Introduction to Fire Protection	3	0	3
FIP 124	Fire Prevention and Public Education	3	0	3
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		17	2	18

SPRING SEMESTER (1st Year)

		Class	Lab	Credit
FIP 152	Fire Protection Law	3	0	3
FIP 160	Fire Protection/Electrical	2	0	2
FIP 160A	Fire Protection/Electrical Lab	0	2	1
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240	Fire Service Supervision	3	0	3
MAT 101	Applied Mathematics I	2	2	3
		13	4	15

SUMMER SEMESTER

FIP 128	Detection and Investigation	3	0	3
FIP 221	Advanced Fire Fighting Strategies	3	0	3
		6	0	6

Total Semester Hours: 39

GENERAL LEVEL CERTIFICATE (C55240)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
FIP 120	Introduction to Fire Protection	3	0	3
FIP 124	Fire Prevention and Public Education	3	0	3
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		12	0	12

Total Semester Hours: 12

GENERAL LEVEL 2 CERTIFICATE (C55240C)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
FIP 152	Fire Protection Law	3	0	3
FIP 160	Fire Protection/Electrical	2	0	2
FIP 160A	Fire Protection/Electrical Lab	0	2	1
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240	Fire Service Supervision	3	0	3

Total Semester Hours: 12

FIRE INVESTIGATOR LEVEL CERTIFICATE (C55240A)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		6	0	6
SPRING SEMESTER				
FIP 152	Fire Protection Law	3	0	3
FIP 160	Fire Protection/Electrical	2	0	2
FIP 160A	Fire Protection/Electrical Lab	0	2	1
		5	2	6

SUMMER SEMESTER

		Class	Lab	Credit
FIP 128	Detection and Investigation	3	0	3
		3	0	3

Total Semester Hours: 15

INCIDENT COMMAND LEVEL CERTIFICATE (C55240B)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		6	0	6
SPRING SEMESTER				
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240	Fire Service Supervision	3	0	3
		6	0	6
SUMMER SEMESTER				
FIP 221	Advanced Fire Fighting Strategies	3	0	3
		3	0	3

Total Semester Hours: 15

FIRE SUPERVISOR CERTIFICATE (C55240D)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
FIP 132	Building Construction	3	0	3
		3	0	3
SPRING SEMESTER				
FIP 220	Fire Fighting Strategies	3	0	3
FIP 224	Instructional Methodology	4	0	4
FIP 240	Fire Service Supervision	3	0	3
		10	0	10
SUMMER SEMESTER				
FIP 128	Detection and Investigation	3	0	3
		3	0	3

Total Semester Hours: 16

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, trouble-shoot, 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 who have met the work experience requirement should also be prepared to take the ASE certification exam.

Coastal Carolina Community College offers a Diploma and 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.

DIPLOMA (D60240)

FALL SEMESTER		Class	Lab	Credit
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
SPRING SEMESTER				
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
SUMMER SEMESTER				
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

The header "Hours Per Week" spans the Class, Lab, Credit columns.

Total Semester Hours: **45**

CERTIFICATE (C60240)

FALL SEMESTER	Class	Lab	Credit
HET 110 Diesel Engines	3	9	6
	3	9	6

SPRING SEMESTER	Class	Lab	Credit
HET 112 Diesel Electrical System	3	6	5
HYD 112 Hydraulics/Medium/Heavy Duty	1	2	2
	4	8	7

SUMMER SEMESTER	Class	Lab	Credit
HET 119 Mechanical Transmission	2	2	3
HET 128 Medium/Heavy Duty Tune-up	1	2	2
	3	4	5
Total Semester Hours:			18

MEDIUM/HEAVY DUTY POWER TRAIN CERTIFICATE (C60240A)

FALL SEMESTER	Class	Lab	Credit
HET 110 Diesel Engines	3	9	6
HET 112 Diesel Electrical System	3	6	5
HET 127 Shop Rules and Regulations	1	0	1
HYD 112 Hydraulics/Medium/Heavy Duty	1	2	2
	8	17	14
Total Semester Hours:			14

MEDIUM/HEAVY DUTY DRIVE TRAIN CERTIFICATE (C60240B)

SPRING SEMESTER	Class	Lab	Credit
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
	7	16	13
Total Semester Hours:			13

MEDIUM/HEAVY DUTY SUSPENSION CERTIFICATE (C60240C)

SUMMER SEMESTER	Class	Lab	Credit
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
Total Semester Hours:			10

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		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACC 120	Principles of Financial Accounting	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
SPRING SEMESTER (1st Year)				
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
SUMMER SEMESTER (1st Year)				
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)

		Class	Lab	Credit
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 **OR**	3	0	3
PSY 150	General Psychology*			
		11	9	15

*PSY 150 is a transferrable course.

SPRING SEMESTER (2nd Year)

		Class	Lab	Credit
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	ITN 180	Active Server Programming
CIS 244	Operating System - AS/400	NET 112	Security Fund & Policies
CSC 134	C++ Programming		

DIPLOMA (D25260)
(EVENING)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	2	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
		7	6	10
SPRING SEMESTER (1st Year)				
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
SUMMER SEMESTER (2nd Year)				
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
FALL SEMESTER (2nd Year)				
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 Financial Accounting	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	ITN 180	Active Server Programming
CIS 172	Introduction to the Internet	NET 112	Security Fund & Policies

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)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACC 120	Principles of Financial Accounting	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
SPRING SEMESTER (1st Year)				
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
SUMMER SEMESTER (1st Year)				
CIS 145	Operating System-Single User	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)

		Class	Lab	Credit
CIS 175	Network Management I	2	2	3
CIS 227	Microcomputer Systems Analysis	2	2	3
CIS 274	Network System Manager II	2	2	3
NET 112	Security Fund and Policies	3	0	3
PSY 118	Interpersonal Psychology **OR**	3	0	3
PSY 150	General Psychology*			
	Technical Elective	2	2	3
		14	8	18

*PSY 150 is a transferrable course.

SPRING SEMESTER (2nd Year)

		Class	Lab	Credit
CIS 226	Trends in Technology	1	2	2
CIS 275	Network Management II	2	2	3
CIS 287	Network Support	2	2	3
ENG 114	Professional Research and Reporting	3	0	3
	Technical Elective	2	2	3
		10	8	14
	Total Semester Hours:			**76**

Approved Technical Electives

CIS 172	Introduction to Internet
CSC 148	Java Programming
ITN 140	Web Development Tools
NET 125	Routing and Switching I
NET 126	Routing and Switching II (Prerequisite NET 125)
NET 220	Network Install Admin II
NET 225	Advanced Router and Switching I (Prerequisite NET 126)
NET 226	Advanced Router and Switching II (Prerequisite NET 225)

DIPLOMA (D2526D)
(EVENING)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	2	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
		7	6	10
SPRING SEMESTER (1st Year)				
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
SUMMER SEMESTER (1st Year)				
CIS 145	Operating System-Single User	2	2	3
CIS 174	Network System Manager I	2	2	3
ENG 111	Expository Writing	3	0	3
		7	4	9

FALL SEMESTER (2nd Year)

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 Financial Accounting	3	2	4
CIS 226	Trends in Technology	1	2	2
CIS 275	Network Management II	2	2	3
		6	6	9

Total Semester Hours: **46**

CISCO Certificate (C2526D)

This certificate is designed to prepare students for the CISCO Certified Network Associate (CCNA) examination. Topics include network topologies and design, router configuration and protocols, switching theory, virtual LANS and threaded case studies.

Upon completion of the five-course sequence, students will have been exposed to the information needed to achieve CCNA status (a successful score on an exam is required for certification).

	Hours Per Week		
SUMMER SEMESTER (1st Year)	**Class**	**Lab**	**Credit**
NET 110 Data Communication/Networking	2	2	3
	2	2	3
FALL SEMESTER (1st Year)			
NET 125 Routing and Switching I	1	4	3
	1	4	3
SPRING SEMESTER (1st Year)			
NET 126 Routing and Switching II	1	4	3
	1	4	3
FALL SEMESTER (2nd Year)			
NET 225 Advanced Routing and Switching I	1	4	3
	1	4	3
SPRING SEMESTER (2nd Year)			
NET 226 Advanced Routing and Switching II	1	4	3
	1	4	3

Total Semester Hours: **15**

INTERNET TECHNOLOGIES

CURRICULUM DESCRIPTION

The Internet Technologies curriculum is designed to prepare graduates for employment with organizations that use computers to disseminate information via the Internet internally, externally, and/or globally. The curriculum will prepare students to create and implement these services.

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

Graduates should qualify for career opportunities as webmasters, Internet and intranet administrators, Internet applications specialists, Internet programmers, and Internet technicians. Government institutions, industries, and other organizations employ individuals who possess the skills taught in this curriculum.

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

ASSOCIATE IN APPLIED SCIENCE (A25290)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
CIS 110	Introduction to Computers	2	2	3
CIS 172	Introduction to the Internet	2	3	3
ENG 111	Expository Writing	3	0	3
ITN 110	Introduction to Web Graphics	2	2	3
ITN 140	Web Development Tools	2	2	3
		11	9	15
SPRING SEMESTER (1st Year)				
ITN 130	Web Site Management	2	2	3
ITN 150	Internet Protocols	2	2	3
ITN 260	Introduction to E-Commerce	2	2	3
MAT 115	Mathematical Models	2	2	3
NET 110	Data Communications/Networking	2	2	3
		10	10	15
SUMMER SEMESTER (1st Year)				
CIS 115	Introduction to Programming & Logic	2	2	3
ENG 114	Professional Research and Reporting	3	0	3
ITN 230	Itranets	2	2	3
		7	4	9
FALL SEMESTER (2nd Year)				
CSC 134	C++ Programming	2	3	3
CSC 160	Introduction to Internet Programming	2	2	3
ITN 170	Introduction to Internet Database	2	2	3
	Humanities/Fine Arts Elective	3	0	3
	Technical Elective	2	2	3
		11	9	15

SPRING SEMESTER (2nd Year)

CSC 248	Advanced Internet Programming	2	3	3
ITN 180	Active Server Programming	2	2	3
ITN 240	Internet Security	2	2	3
ITN 270	Advanced Internet Database	2	2	3
PSY 150	General Psychology	3	0	3
		11	9	15

Total Semester Hours: 69

Approved Technical Electives

CIS 120	Spreadsheets	2	2	3
CIS 130	Survey of Operating Systems	2	3	3

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	ENG 261	World Literature I
ART 114	Art History Survey I	ENG 262	World Literature II
ART 115	Art History Survey II	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
ENG 241	British Literature I	SPA 111	Elementary Spanish I
ENG 242	British Literature II		

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)

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

(Column headers above: Hours Per Week — Class, Lab, Credit)

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)

		Class	Lab	Clinic	Credit
FALL SEMESTER (1st Year)					
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
CIS 111	Basic PC Literacy	1	2	0	2
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
		14	13	0	19
SPRING SEMESTER (1st Year)					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Expository Writing	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
SUMMER SEMESTER (Full Session)					
ENG 114	Professional Research and Reporting	3	0	0	3
		3	0	0	3
SUMMER SEMESTER (1st Session)					
MLT 111	Urinalysis and Body Fluids	1	3	0	2
MLT 115	Laboratory Calculations	2	0	0	2
		3	3	0	4

The column headers "Hours Per Week" span the Class, Lab, Clinic columns.

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 261	World Literature I
ART 114	Art History Survey I	ENG 262	World Literature II
ART 115	Art History Survey II	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
ENG 241	British Literature I	SPA 111	Elementary Spanish I
ENG 242	British Literature II		

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		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ENG 111	Expository Writing	3	0	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
	Humanities/Fine Arts Elective	3	0	3
		12	6	15
SPRING SEMESTER (1st Year)				
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
MAT 115	Mathematical Models	2	2	3
		14	6	17
FALL SEMESTER (2nd Year)				
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)

		Class	Lab	Credit
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 261	World Literature I
ART 114	Art History Survey I	ENG 262	World Literature II
ART 115	Art History Survey II	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
ENG 241	British Literature I	SPA 111	Elementary Spanish I
ENG 242	British Literature II		

CERTIFICATE (C25310)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
OST 131	Keyboarding	1	2	2
OST 141	Medical Terminology I-Medical Office	3	0	3
		4	2	5
SPRING SEMESTER				
OST 136	Word Processing	1	2	2
OST 142	Medical Terminology II-Medical Office	3	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	3
		7	2	8
SUMMER SEMESTER				
OST 241	Medical Office Transcription I	1	2	2
OST 248	Diagnostic Coding	1	2	2
		2	4	4

Total Semester Hours: 17

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. 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 (C45480)

		Class	Lab	Clinic	Credit
		Hours Per Week			
NAS 101	Nursing Assistant I (1st 8 weeks)	3	2	3	5
NAS 102	Nursing Assistant II (2nd 8 weeks)	3	2	6	6
NAS 103	Home Health Care (1st 8 weeks)	2	0	0	2
NAS 105	Life Span Changes (2nd 8 weeks)	2	0	0	2
		10	4	9	15

Total Semester Hours: **15**

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 nontechnical 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)

		Class	Lab	Credit
FALL SEMESTER (1st Year)				
BUS 115	Business Law I	3	0	3
ENG 111	Expository Writing	3	0	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
		12	6	15
SPRING SEMESTER (1st Year)				
CIS 172	Introduction to the Internet	2	3	3
ENG 114	Professional Research and Reporting	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 134	Text Entry and Formatting	2	2	3
OST 136	Word Processing	1	2	2
PSY 118	Interpersonal Psychology	3	0	3
		13	9	17
FALL SEMESTER (2nd Year)				
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

The header "Hours Per Week" spans the Class, Lab, Credit columns.

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 261	World Literature I
ART 114	Art History Survey I	ENG 262	World Literature II
ART 115	Art History Survey II	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
ENG 241	British Literature I	SPA 111	Elementary Spanish I
ENG 242	British Literature II		

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)

FALL SEMESTER (1st Year)		Class	Lab	Credit
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
SPRING SEMESTER (1st Year)				
CIS 111	Basic PC Literacy	1	2	2
CJC 132	Court Procedure and Evidence	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
LEX 121	Legal Research/Writing II	2	2	3
LEX 141	Civil Litigation II	2	2	3
LEX 150	Commercial Law I	2	2	3
		13	8	17
FALL SEMESTER (2nd Year)				
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

Note: Column header "Hours Per Week" spans Class, Lab, Credit columns.

SPRING SEMESTER (2nd Year)

		Class	Lab	Credit
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			
		Class	Lab	Work Experience	Credit
SUMMER SEMESTER (2nd Year)					
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 261	World Literature I
ART 114	Art History Survey I	ENG 262	World Literature II
ART 115	Art History Survey II	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
ENG 241	British Literature I	SPA 111	Elementary Spanish I
ENG 242	British Literature II		

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 physicians' 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)

		Class	Lab	Clinic	Credit
SUMMER SEMESTER					
BIO 106	Introduction to Anat/Phys/Micro	2	2	0	3
CIS 111*	Basic PC Literacy	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		9	4	0	11
FALL SEMESTER					
NUR 101	Practical Nursing I (10 weeks)	7	6	6	11
NUR 102A**	Practical Nursing II (6 weeks)	4	0	6	6
		11	6	12	17
SPRING SEMESTER					
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

The column group header "Hours Per Week" spans Class, Lab, Clinic, Credit.

Total Semester Hours: **44**

*APPROVED COURSE SUBSTITUTIONS

Required Course	Course Substitution
CIS 111 Basic PC Literacy	CIS 110 Introduction to Computers

**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 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 (D45740)

SUMMER SEMESTER	Class	Lab	Clinic	Credit
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
FALL SEMESTER				
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
SPRING SEMESTER				
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

(Hours Per Week column headers: Class, Lab, Clinic, Credit)

Total Semester Hours: 48

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

Required Course
BIO 170 Introductory Microbiology

Course Substitution
BIO 275 Microbiology

WELDING TECHNOLOGY

CURRICULUM DESCRIPTION

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

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

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

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		
FALL SEMESTER		**Class**	**Lab**	**Credit**
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
SPRING SEMESTER				
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
SUMMER SEMESTER				
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

Total Semester Hours: **41**

STRUCTURAL WELDER CERTIFICATE
(C50420-A)

FALL SEMESTER	Hours Per Week		
	Class	Lab	Credit
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

Total Semester Hours: **12**

COMBINATION WELDER CERTIFICATE
(C50420-B)

SPRING SEMESTER			
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

Total Semester Hours: **12**

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

CERTIFIED WELDER CERTIFICATE
(C50420-C)

FALL SEMESTER			
WLD 115 SMAW (Stick) Plate	2	9	5
	2	9	5
SPRING SEMESTER			
WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
	1	9	4
SUMMER SEMESTER			
WLD 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

Total Semester Hours: **18**

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 (CEU) is used as the basic unit of measurement for an individual's participation in continuing education noncredit 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. Pre-registration is required for all classes. Students may pre-register by telephone at (910) 938-6294 or in person at the Kenneth B. Hurst Continuing Education Building. Occasionally, prepayment is required for some courses. Announcements concerning dates, times, locations of classes, and registration information are available in the continuing education office, on the website www.coastal.cc.nc.us, and in a schedule that is mailed several times each year.

Fees: Continuing education fees are determined by the North Carolina General Assembly as follows: occupational courses - determined by class hours; community service fees vary; 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 Extension 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 classes, 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. Additionally, several workplace foreign language courses are available.

EMERGENCY MEDICAL, HEALTH AND SAFETY TRAINING: 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' 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 Educational Development test to achieve the high school equiva-

lency certificate which is accepted by more than 90% of colleges and universities and by many employers.

The GED consists of five (5) parts which measure a person's ability to use correct English in written expression, read and comprehend material in social studies, science and literature, and solve problems in mathematics. Students may prepare to take the GED test by attending GED classes in reading, English, and mathematics or by studying on an individual basis in the Academic Studies Center. Classes are offered day and evening and books are provided for student use. A distance learning course, GED Takeout, is also offered which includes text, video, and online instruction.

Coastal Carolina Community College is an official GED testing center. The GED test is given once a month or at the end of each session 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 (ages 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 emphasized, 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 provide documentation of developmental disability.

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, cul-

tural enrichment, and lifelong learning. Course offerings may include: arts and crafts, floral design, nutrition and food preparation, interior decorating, needlework and sewing, photography, dance, and wellness. Many classes are held off campus to allow for convenience.

CENTER FOR BUSINESS AND INDUSTRY DEVELOPMENT

SMALL BUSINESS CENTER (SBC): The Small Business Center provides educational opportunities and support to prospective and existing small businesses. Services include small business seminars and courses, free one-on-one counseling, information and referral, a resource library, and business plan assistance. The SBC's REAL Entrepreneurship program examines the development of a business idea, market analysis, and the components of a business plan. Students gain knowledge from hands-on activities and guest speakers who are successful business owners.

MILITARY BUSINESS CENTER (MBC): The mission of the North Carolina Military Business Center and its affiliate offices is to leverage the presence of the military in North Carolina to promote economic development and quality of life. Coastal Carolina Community College's Military Business Center is an affiliate office of this statewide program. The MBC provides assistance to local businesses interested in conducting business with the military. Business services include hands-on assistance to find opportunities and develop proposals, business-to-business mentoring, and intelligence on current, short-term and long-term military business opportunities, sub-contracting opportunities, and North Carolina Based potential business partners and sub-contractors. In addition, the MBC conducts business client intake, screening and referral to the Small Business Center (SBC), Procurement Technical Assistance Center (PTAC) and other providers to help prepare for competition.

INDUSTRY TRAINING CENTER (ITC): The Industry Training Center supports the needs of industries in Onslow County. In cooperation with the North Carolina Community College System, the ITC will design a customized training curriculum tailored to meet individual company needs under the New and Expanding Industry Training (NEIT) program. Industries that qualify for this free training include manufacturing companies, technology intensive customer service or data processing centers, air courier services, and warehousing or distribution centers that hire 12 or more new employees. NEIT projects must meet criteria set by the state and be approved through the North Carolina Community College System. Additionally, the ITC offers customized training to local, existing industries under the Focused Industrial Training (FIT) program. The industrial training specialists at the college work with each industry to assess needs and develop specific training programs to meet those needs. Training may be conducted by college faculty, contract third-party resources, and in cooperation with subject matter experts within the company being served. This low-cost training is designed to help industries become more productive and competitive.

HUMAN SERVICES

Human Services offers a variety of programs to students and the general public. The offices 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 to individuals who qualify, and classes are offered during the day and evening.

The **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, and 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.

Hours are Monday through Friday, 9 AM - 5 PM, and other hours by appointment.

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 concurrently with another course.

COURSE SUBSTITUTIONS

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

COURSE REQUIRED	COURSE SUBSTITUTION
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.

Course Required	Appropriate Replacement
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
EDU 261	EDU 235
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
ACA 118 College Study Skills	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

ACC 115   College Accounting   3   2   4
Prerequisite: MAT 070
Corequisite: None
This course introduces basic accounting principles for a business. 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.

ACC 120   Principles of Financial Accounting   3   2   4
Prerequisite: None
Corequisite: MAT 060
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making, and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121   Principles of Managerial Accounting   3   2   4
Prerequisite: ACC 120
Corequisite: MAT 060
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting, and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 129   Individual Income Taxes   2   2   3
Prerequisite: None
Corequisite: None
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130   Business Income Taxes   2   2   3
Prerequisite: ACC 120 and ACC 129
Corequisite: None
This course introduces the relevant laws governing business and fiduciary in-

come taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

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 using appropriate technology.

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   Accounting Software Applications   1   2   2
Prerequisite: ACC 115 or ACC 120
Corequisite: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 180   Practices in Bookkeeping   3   0   3
Prerequisites: ACC 120
Corequisites: None
This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small business.

ACC 215   Ethics in Accounting   3   0   3
Prerequisites: ACC 121
Corequisites: None
This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of

selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes and interpret facts and circumstances, as they relate to accounting firms and business activities.

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 an extensive analyses of financial statements. 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 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   Audit and Assurance Services   3   0   3
Prerequisite: ACC 220
Corequisite: None
This course introduces selected topics pertaining to the objectives, theory, and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting, and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

AIR CONDITIONING, HEATING, AND REFRIGERATION

	Hours Per Week		
	Class	Lab	Credit

AHR 110　Introduction to Refrigeration　　　　2　　6　　5
Prerequisite:　　None
Corequisite:　　None
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems.　Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems.　Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111　HVACR Electricity　　　　2　　2　　3
Prerequisite:　　None
Corequisite:　　None
This course introduces electricity as it applies to HVACR equipment.　Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment.　Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112　Heating Technology　　　　2　　4　　4
Prerequisite:　　None
Corequisite:　　None
This course covers the fundamentals of heating including oil, gas, and electric heating systems.　Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems.　Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113　Comfort Cooling　　　　2　　4　　4
Prerequisite:　　None
Corequisite:　　None
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems.　Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels.　Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114　Heat Pump Technology　　　　2　　4　　4
Prerequisite:　　AHR 110 or AHR 113
Corequisite:　　None
This course covers the principles of air source and water source heat pumps.

Emphasis is placed on safety, modes of operation, defrost systems, refrigerant 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**
ANT 210	**General Anthropology**	3	0	3

Prerequisite: RED 80 or appropriate placement score
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

ARC 111   Intro to Architectural Technology   1   6   3
Prerequisite: None
Corequisite: None
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.

ARC 112   Construction Materials & Methods   3   2   4
Prerequisite: None
Corequisite: None
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.

ARC 113   Residential Architectural Technology   1   6   3
Prerequisite: ARC 111
Corequisite: ARC 112
This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

ARC 114   Architectural CAD   1   3   2
Prerequisite: None
Corequisite: None
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.

ARC 114A   Architectural CAD Lab   0   3   1
Prerequisite: None
Corequisite: ARC 114
This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

ARC 131　Building Codes　　　　　　　　　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.

ARC 141　Elementary Structures for Arch　　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.

ARC 211　Light Construction Technology　　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.

ARC 213　Design Project　　　　　　　　　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.

ARC 221　Architectural 3-D CAD　　　　　　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.

ARC 230　Environmental Systems　　　　　　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

ART 111   Art Appreciation   3   0   3
Prerequisite: None
Corequisite: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including, but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 114   Art History Survey I   3   0   3
Prerequisite: None
Corequisite: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115   Art History Survey II   3   0   3
Prerequisite: None
Corequisite: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *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 for transferability as a 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 de-

sign. 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 for transferability as a 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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

ART 135   Figure Drawing I   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 171   Computer Art I   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 231   Printmaking I   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 232   Printmaking II   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 235   Figure Drawing II   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 for transferability as a 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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

ART 242   Landscape Painting   0   6   3
Prerequisites: ART 240
Corequisites: None
This course introduces and practices the skills and techniques of open-air painting. Emphasis is placed on techniques of painting summer foliage, skies, and mountains, and the elements of aerial perspective. Upon completion, students should be able to complete an open-air landscape painting employing brush, knife, scumbling, and glazing techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 243   Portrait Painting   0   6   3
Prerequisites: ART 240
Corequisites: None
This course covers the portrait as subject matter by use of live models. Topics include composition, color mixing, and the history of portraiture. Upon completion, students should be able to demonstrate competence in the traditional approach to portrait painting. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 244   Watercolor   0   6   3
Prerequisites: None
Corequisites: None
This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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. *TThis course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a 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 a variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

AUTOBODY REPAIR

	Hours Per Week		
	Class	Lab	Credit

AUB 111   Painting and Refinishing I   2   6   4
Prerequisite: None
Corequisite: None
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112   Painting and Refinishing II   2   6   4
Prerequisite: AUB 111
Corequisite: None
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114   Special Finishes   1   2   2
Prerequisite: AUB 111
Corequisite: None
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121   Non-Structural Damage I   1   4   3
Prerequisite: None
Corequisite: None
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards.

AUB 122   Non-Structural Damage II   2   6   4
Prerequisite: None
Corequisite: None
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon

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

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

AUT 110　Introduction to Automotive Technology　　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.

AUT 112　Automotive Shop Management　　　　　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.

AUT 113　Automotive Servicing　　　　　　　　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.

AUT 116　Engine Repair　　　　　　　　　　　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.

AUT 131　Drive Trains　　　　　　　　　　　　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
BIO 090 **Foundations of Biology**	3	2	4

BIO 090   **Foundations of Biology**   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.

BIO 094   **Concepts of Human Biology**   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.

BIO 106   **Introduction to Anat/Phys/Micro**   2   2   3
Prerequisite: RED 080 or admission into Dental Assistant or Practical Nursing
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. *This is a diploma level course.*

BIO 110   **Principles of Biology**   3   3   4
Prerequisites: MAT 060
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 111   **General Biology I**   3   3   4
Prerequisite: MAT 070
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112   General Biology II   3   3   4
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 110 or 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 110 or 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 110 or BIO 111 or admission into the MLT program
Corequisite: BIO 140A or admission into the MLT program
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: BIO 110 or BIO 111or admission into the MLT program
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 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 110 or 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 for transferability as a pre-major and/or elective course requirement.*

BIO 163   Basic Anatomy and Physiology   4   2   5
Prerequisite: MAT 060 and RED 090 or admission into Dental Hygiene, Medical Laboratory Technology, or Surgical Technology
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 for transferability as a pre-major and/or elective course requirement.*

BIO 168   Anatomy and Physiology I   3   3   4
Prerequisite: MAT 060 and RED 090 or admission into Associate Degree Nursing or Emergency Medical Science
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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

BIO 170   Introductory Microbiology   3   3   4
Prerequisite: MAT 060 and RED 090 or admission into Surgical Technology
Corequisite: None
This course introduces fundamental concepts of microbiology with emphasis on the relationships of microorganisms to humans. Topics include common groups of microorganisms and their relationships to human disease, including means of transmission, body defenses, prevention, control, and treatment. Upon completion, students should be able to practice and recognize the value of aseptic technique in microbial control. (This course is not offered for college transfer credit at this time.)

BIO 175   General Microbiology   2   2   3
Prerequisite: BIO 110 or BIO 111 or BIO 163 or BIO 168
Corequisite: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BIO 235   Ornithology   3   3   4
Prerequisite: BIO 110 or BIO 111
Corequisite: None
This course introduces the biology of birds. Emphasis is placed on the systematics, recognition, distribution, anatomy, physiology, behavior, and ecology of birds.

Upon completion, students should be able to identify various avian species and demonstrate a knowledge of their biology and ecology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BIO 243   Marine Biology   3   3   4
Prerequisite: BIO 110 or BIO 111
Corequisite: None
This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

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 for transferability as a pre-major and/or elective course requirement.*

BIO 275   Microbiology   3   3   4
Prerequisite: BIO 110 or BIO 112 or BIO 163 or BIO 168
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 for transferability as a pre-major and/or elective course requirement.*

BLUEPRINT READING

	Hours Per Week		
	Class	Lab	Credit
BPR 130 Blueprint Reading/Construction	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**

BUS 110   Introduction to Business   3   0   3
Prerequisite: None
Corequisite: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BUS 115   Business Law I   3   0   3
Prerequisite: None
Corequisite: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BUS 116   Business Law II   3   0   3
Prerequisite: BUS 115
Corequisite: None
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 125   Personal Finance   3   0   3
Prerequisite: None
Corequisite: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135   Principles of Supervision   3   0   3
Prerequisite: None
Corequisite: None
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137   Principles of Management   3   0   3
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 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.

BUS 280   REAL Small Business   4   0   4
Prerequisites: None
Corequisites: None
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CHEMISTRY

	Hours Per Week		
	Class	Lab	Credit

CHM 090   Chemistry Concepts   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.

CHM 121   Foundations of Chemistry   3   0   3
Prerequisite: MAT 060
Corequisite: CHM 121A
This course is designed for those who have no previous high school chemistry or a grade C or less in high school chemistry. Topics include matter, structure of the atom, nomenclature, chemical equations, bonding and reactions; mathematical topics include measurements, scientific notation, and stoichiometry. Upon completion, students should be able to demonstrate an understanding of chemical concepts and an ability to solve related problems in subsequent chemistry courses.

CHM 121A Foundations of Chemistry Lab   0   2   1
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.

CHM 130   General, Organic and Biochemistry   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CHM 130A   General, Organic & Biochemistry Lab   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 for transferability as a 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**

CIS 110   Introduction to Computers   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

CIS 111   Basic PC Literacy   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.

CIS 115   Introduction to Programming & Logic   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

CIS 120   Spreadsheet I   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.

CIS 130   Survey of Operating Systems   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 System - 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 172 Introduction to the Internet 2 3 3
Prerequisites: None
Corequisites: None
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, creat-

ing 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
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.

CIS 274   Network System Manager II   2   2   3
Prerequisite: CIS 174
Corequisite: None
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. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 275   Network Management II   2   2   3
Prerequisite: CIS 175
Corequisite: None
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, stu-

dents should be able to manage client services and network features and optimize network performance. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 287 Network Support   2   2   3
Prerequisite: CIS 274 or CIS 275
Corequisite: None
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. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 288 Systems Project   1   4   3
Prerequisite: CIS 227 and CSC 139
Corequisite: None
This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CRIMINAL JUSTICE

	Hours Per Week		
	Class	Lab	Credit

CJC 100   Basic Law Enforcement Training   8   30   18
Prerequisites: None
Corequisites: None
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-specifc. 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.*

CJC 111   Introduction to Criminal Justice   3   0   3
Prerequisite: None
Corequisite: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CJC 112   Criminology   3   0   3
Prerequisite: None
Corequisite: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113   Juvenile Justice   3   0   3
Prerequisite: None
Corequisite: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 120　Interviews/Interrogations　　　　　　　　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.

CJC 121　Law Enforcement Operations　　　　　　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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CJC 122　Community Policing　　　　　　　　　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.

CJC 131　Criminal Law　　　　　　　　　　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.

CJC 132　Court Procedure and Evidence　　　　　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 for transferability as a 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.

CJC 214   Victimology   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.

CJC 215   Organization and Administration   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.

CJC 221   Investigative Principles   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.

CJC 222   Criminalistics   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.

CJC 231   Constitutional Law   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

	Class	Lab	Hours Per Week Work Experience	Credit
COE 110 World of Work	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.

	Class	Lab	Work Experience	Credit
COE 111 Co-op Work Experience I	0	0	10	1

Prerequisite: Departmental approval required
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.

	Class	Lab	Work Experience	Credit
COE 115 Work Experience Seminar I	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.

	Class	Lab	Work Experience	Credit
COE 121 Co-op Work Experience II	0	0	10	1

Prerequisite: Departmental approval required
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.

	Class	Lab	Work Experience	Credit
COE 125 Work Experience Seminar II	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

COM 101   Workplace Communication   3   0   3
Prerequisites: None
Corequisites: None
This course is designed to enhance interpersonal skills for the workplace. Emphasis is placed on dealing with conflict, improving conversational and listening skills, and identifying nonverbal cues in an intercultural setting. Upon completion, students should be able to apply basic communication techniques to enhance relationships and manage conflict situations in a variety of workplace settings.

COM 110   Introduction to Communication   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

COM 111   Voice and Diction I   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

COM 120   Interpersonal Communication   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

COM 140   Intercultural Communication   3   0   3
Prerequisites: None
Corequisites: None
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

COM 231   Public Speaking   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

COM 251   Debate I   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

COSMETOLOGY

	Hours Per Week		
	Class	Lab	Credit

COS 111   Cosmetology Concepts I   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.

COS 112   Salon I   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.

COS 113   Cosmetology Concepts II   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.

COS 114   Salon II   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.

COS 115   Cosmetology Concepts III   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.

COS 116   Salon III   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 treat-
ments, shampooing, hair color, design, haircutting, chemical restructuring, press-
ing, and other related topics. Upon completion, students should be able to safely
and competently demonstrate these salon services.

COS 117   Cosmetology Concepts IV   2   0   2
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 cosmetol-
ogy concepts in preparation for the licensing examination. Upon completion,
students should be able to demonstrate an understanding of these cosmetology
concepts and meet program completion requirements.

COS 118   Salon IV   0   21   7
Prerequisite: COS 114 or COS 116
Corequisite: COS 117
This course provides advanced experience in a simulated salon setting. Empha-
sis is placed on efficient and competent delivery of all salon services in prepara-
tion for the licensing examination and employment. Upon completion, students
should be able to demonstrate competence in program requirements and the
areas covered on the Cosmetology Licensing Examination and meet entry-level
employment requirements.

COS 121   Manicure/Nail Technology I   4   6   6
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, sanita-
tion, bacteriology, product knowledge, salesmanship, manicures, artificial appli-
cations, pedicures, massage, and other related topics. Upon completion, stu-
dents should be able to safely and competently perform nail care, including mani-
cures, pedicures, massage, decorating, and artificial applications in a salon
setting.

COS 122   Manicure/Nail Technology II   4   6   6
Prerequisite: COS 121
Corequisite: None
This course covers advanced techniques of nail technology and hand and arm
massage. Topics include OSHA/safety, product knowledge, customer service,
salesmanship, artificial applications, nail art, and other related topics. Upon
completion, students should be able to demonstrate competence necessary for

the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 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 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.

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COMPUTER SCIENCE

	Hours Per Week		
	Class	**Lab**	**Credit**

CSC 134   C++ Programming   2   3   3
Prerequisite: CIS 115
Corequisite: None
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 135   COBOL Programming   2   3   3
Prerequisite: CIS 115
Corequisite: None
This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug COBOL language programs.

CSC 138   RPG Programming   2   3   3
Prerequisite: CIS 115
Corequisite: None
This course introduces computer programming using the RPG programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug RPG language programs.

CSC 139   Visual BASIC Programming   2   3   3
Prerequisite: CIS 115
Corequisite: None
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

CSC 148   JAVA Programming   2   3   3
Prerequisites: CIS 115
Corequisites: None
This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inherit-

ance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, debug JAVA language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 160   Introduction to Internet Programming   2   2   3
 Prerequisites: CIS 115, CIS 172
Corequisites: None
This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

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.

CSC 248   Advanced Internet Programming   '   2   3   3
Prerequisites: CSC 134 and CSC 160
Corequisites: None
This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

DENTAL

DEN 100   Basic Orofacial Anatomy   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.

DEN 101   Preclinical Procedures   4   6   0   7
Prerequisite: None
Corequisite: None
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. *This is a diploma-level course.*

DEN 102   Dental Materials   3   4   0   5
Prerequisite: None
Corequisite: None
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. *This is a diploma-level course.*

DEN 103   Dental Sciences   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. *This is a diploma level-course.*

DEN 104   Dental Health Education   2   2   0   3
Prerequisite: None
Corequisite: None
This course covers the study of preventive dentistry to prepare dental assisting

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

DEN 105   Practice Management   2   0   0   2
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. *This is a diploma level-course.*

DEN 106   Clinical Practice I   1   0   12   5
Prerequisite: DEN 101
Corequisite: None
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. *This is a diploma level-course.*

DEN 107   Clinical Practice II   1   0   12   5
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. *This is a diploma level-course.*

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: None
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**

DRA 111   Theatre Appreciation   3   0   3
Prerequisite: None
Corequisite: None
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

DRA 112   Literature of the Theatre   3   0   3
Prerequisite: None
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 120   Voice for Performance   3   0   3
Prerequisites: None
Corequisites: None
This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

DRA 122   Oral Interpretation   3   0   3
Prerequisite: None
Corequisite: None
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 130   Acting I   0   6   3
Prerequisite: None
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

DRA 131   Acting II   0   6   3
Prerequisite: DRA 130
Corequisite: None
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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

ECO 151   Survey of Economics   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: None
This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251   Principles of Microeconomics   3   0   3
Prerequisite: MAT 070 and RED 080 or appropriate placement scores
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252   Principles of Macroeconomics   3   0   3
Prerequisite: MAT 070 and RED 080 or appropriate placement scores
Corequisite: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDUCATION

EDU 119 Introduction to Early Child Education   4   0   4
Prerequisites: None
Corequisites: None
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able to design career plans and develop appropriate schedules, environments, and activity plans while incorporating adaptations for children with exceptionalities.

EDU 131 Child, Family, & Community   3   0   3
Prerequisite: None
Corequisite: None
This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children.

EDU 144 Child Development I   3   0   3
Prerequisite: RED 080 or successful completion of EDU 119
Corequisite: None
This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through preschool for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 145 Child Development II   3   0   3
Prerequisite: EDU 144
Corequisite: None
This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on

development and learning of the whole child. Upon completion, students should be able to identify typical and atypical 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 providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children.

EDU 151   Creative Activities   3   0   3
Prerequisite: None
Corequisite: EDU 151A
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.

EDU 151A   Creative Activities Lab   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.

EDU 153   Health, Safety, and Nutrition   3   0   3
Prerequisite: None
Corequisite: None
This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect, and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.

EDU 216   Foundations in Education   3   2   4
Prerequisites: None
Corequisites: None
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education; contemporary educational, structural, legal, and financial issues; PRAXIS I preparation; 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

EDU 221   Children with Exceptionalities   3   0   3
Prerequisite: EDU 144 and EDU 145
Corequisite: None
This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and collaborate with families and professionals 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: EDU 252A
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.

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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. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate math and science activities.

EDU 261   Early Childhood Administration I   2   0   2
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.

EDU 271   Educational Technology   2   2   3
Prerequisites: CIS 110
Corequisites: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology-enhanced instructional strategies, use a variety of technology resources, and demonstrate appropriate technology skills in educational environments.

EDU 280   Language & Literacy Exp   3   0   3
Prerequisites: ENG 080 and RED 080 or appropriate placement scores
Corequisites: EDU 280A
This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of

literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement, and evaluate developmentally appropriate literacy experiences.

EDU 280A   **Literacy Exp Lab**   0   2   1
Prerequisites: None
Corequisites: EDU 280
This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences.

ENGINEERING

		Hours Per Week	
	Class	Lab	Credit

EGR 220   Engineering Statics   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

EGR 225   Engineering Dynamics   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ELECTRICITY

	Hours Per Week		
	Class	**Lab**	**Credit**

ELC 112   DC/AC Electricity   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.

ELC 113   Basic Wiring I   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.

ELC 114   Basic Wiring II   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.

ELC 115   Industrial Wiring   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.

ELC 117   Motors and Controls   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.

ELC 118   National Electrical Code   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.

ELC 119   NEC Calculations   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.

ELC 121   Electrical Estimating   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.

ELC 125   Diagrams and Schematics   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.

ELC 135   Electrical Machines I   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.

ELC 140   Fundamentals of DC/AC Circuit   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

ELN 140   Semiconductor Devices   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.

ELN 141   Digital Fundamentals   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.

ELN 142   Video Systems   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.

ELN 241   Consumer Electronics   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.

ELN 244   Computer Repair   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.

ELN 245   Computer Peripherals   3   6   5
Prerequisites: None
Corequisites: None
This course covers the assembly, upgrading, and repair of microcomputer peripherals. Topics include printers, monitors, and modems. Upon completion, students should be able to assemble, upgrade, maintain, troubleshoot, and repair microcomputer peripherals.

ELN 246 Certified Electronic Tech Prep   3   0   3
Prerequisites: None
Corequisites: None
This course covers electronic principles, theories, and concepts. Emphasis is placed on those items covered in the Certified Electronic Technician examination. Upon completion, students should be able to demonstrate competence in electronics and be prepared for the Certified Electronic Technician examination.

EMERGENCY MEDICAL CARE

	Hours Per Week			
	Class	Lab	Clinic	Credit

EMS 110   EMT-Basic   5   6   0   7
Prerequisite: None
Corequisite: None
This course introduces basic emergency medical care. Topics include prepara-
tory, airway, patient assessment, medical emergencies, trauma, infants and chil-
dren, and operations. Upon completion, students should be able to demonstrate
the skills necessary to achieve North Carolina State or National Registry EMT-
Basic certification.

EMS 120   Intermediate Interventions   2   3   0   3
Prerequisite: EMS 110
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 certifica-
tion. Topics include automated external defibrillation, basic cardiac electrophysi-
ology, intravenous therapy, venipuncture, acid-base balance, and fluids and elec-
trolytes. Upon completion, students should be able to properly establish an IV
line, obtain venous blood, utilize AED's, and correctly interpret arterial blood gases.

EMS 121   EMS Clinical Practicum I   0   0   6   2
Prerequisites: EMS 110
Corequisites: EMS 120 and EMS 130 and EMS 131
This course is the initial hospital and field internship and is required for interme-
diate and paramedic certification. Emphasis is placed on intermediate-level
care. Upon completion, students should be able to demonstrate competence
with intermediate-level skills.

EMS 130   Pharmacology I for EMS   1   3   0   2
Prerequisite: EMS 110
Corequisite: EMS 120 and EMS 131
This course introduces the fundamental principles of pharmacology and medica-
tion administration and is required for intermediate and paramedic certification.
Topics include terminology, pharmacokinetics, pharmacodynamics, weights, mea-
sures, drug calculations, legislation, and administration routes. Upon comple-
tion, 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 res-
piratory anatomy and physiology, airway, ventilation, adjuncts, surgical interven-

tion, 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   3   0   2
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   2   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 121 and EMS 130 and 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 proves an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENGLISH

	Hours Per Week		
	Class	Lab	Credit

ENG 080   Writing Foundations — 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.

ENG 090   Composition Strategies — 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.

ENG 101   Applied Communications I — 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.

ENG 102   Applied Communications II — 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. *This is a diploma-level course.*

ENG 111   Expository Writing — 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 111
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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

FIRE PROTECTION

	Hours Per Week		
	Class	**Lab**	**Credit**

FIP 120   Introduction to Fire Protection   3   0   3
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.

FIP 124   Fire Prevention and Public Education   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, meeting NFPA 1021.

FIP 128   Detection and Investigation   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, meeting NFPA 1021.

FIP 132   Building Construction   3   0   3
Prerequisites: None
Corequisites: None
This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction as related to fire conditions, meeting NFPA 1021.

FIP 136   Inspections and Codes   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, meeting NFPA 1021.

FIP 140   Industrial Fire Protection   3   0   3
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 plan, organize, and evaluate an industrial facility's fire protection, which meet elements of NFPA 1021 for Fire Officer I and II.

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   3   0   3
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: FIP 160A
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   3   0   3
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.

FIP 220   Fire Fighting Strategies   3   0   3
Prerequisite: None
Corequisite: None
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 related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021.

FIP 221   Advanced Fire Fighting Strategies   3   0   3
Prerequisite: FIP 220
Corequisite: None
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

FIP 224   Instructional Methodology   4   0   4
Prerequisite: None
Corequisite: None
This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 and NFPA 1021.

FIP 230   Chemistry of Hazardous Materials I   5   0   5
Prerequisite: None
Corequisite: None
This course covers the evaluation of hazardous materials. Topics include use of

the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 232   Hydraulics and Water Distribution   2   2   3
Prerequisite: MAT 115
Corequisite: None
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

FIP 236   Emergency Management   3   0   3
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   3   0   3
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 safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor, meeting elements of NFPA 1021.

FIP 252   Apparatus Specification & Purchase   3   0   3
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.

FRENCH

	Hours Per Week		
	Class	Lab	Credit
FRE 110 Introduction to French	2	0	2

Prerequisite: None
Corequisite: None
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.)

FRE 111 Elementary French I	3	0	3

Prerequisite: None
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112 Elementary French II	3	0	3

Prerequisite: FRE 111
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 211 Intermediate French I	3	0	3

Prerequisite: FRE 112
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212   Intermediate French II   3   0   3
Prerequisite: FRE 211
Corequisite: None
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.   Independent laboratory work is required in addition to class sessions.   *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 221   French Conversation   3   0   3
Prerequisite: FRE 212
Corequisite: None
This course provides an opportunity for intensive communication in spoken French. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

FRE 231   Reading and Composition   3   0   3
Prerequisite: FRE 212
Corequisite: None
This course provides an opportunity for intensive reading and composition in French. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

GEOGRAPHY

	Hours Per Week		
	Class	**Lab**	**Credit**

GEO 111   World Regional Geography   3   0   3
Prerequisite: RED 080 or appropriate placement score
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.*

GEO 112   Cultural Geography   3   0   3
Prerequisite: RED 080 or appropriate placement score
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 131   Physical Geography I   3   2   4
Prerequisite: RED 080 or appropriate placement score
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

GEO 132   Physical Geography II   3   2   4
Prerequisite: RED 080 or appropriate placement score
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

GEOLOGY

	Hours Per Week		
	Class	**Lab**	**Credit**
GEL 113 Historical Geology	3	2	4

Prerequisites: GEL 120
Corequisites: None

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEL 120 Physical Geology	3	2	4

Prerequisites: MAT 060
Corequisites: None

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

GERMAN

GER 111   Elementary German I   3   0   3
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 112   Elementary German II   3   0   3
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 211   Intermediate German I   3   0   3
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 212   Intermediate German II   3   0   3
Prerequisite: GER 211
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HEALTH

	Hours Per Week		
	Class	**Lab**	**Credit**

HEA 110   Personal Health/Wellness   3   0   3
Prerequisite: RED 080 or appropriate placement score
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

HEA 112   First Aid and CPR   1   2   2
Prerequisite: RED 080 or appropriate placement score
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

HEA 120   Community Health   3   0   3
Prerequisite: RED 080 or appropriate placement score
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 todays' community health problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

HEAVY EQUIPMENT MAINTENANCE

	Hours Per Week		
	Class	Lab	Credit

HET 110   Diesel Engines   3   9   6
Prerequisite: None
Corequisite: None
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.

HET 112   Diesel Electrical Systems   3   6   5
Prerequisite: None
Corequisite: None
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.

HET 115   Electronic Engines   2   3   3
Prerequisite: None
Corequisite: None
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.

HET 116   Air Conditioning/Diesel Equipment   1   2   2
Prerequisite: None
Corequisite: None
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.

HET 119   Mechanical Transmissions   2   2   3
Prerequisite: None
Corequisite: None
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.

HET 125   Preventive Maintenance   1   3   2
Prerequisite: None
Corequisite: None
This course introduces preventive 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 preventive maintenance schedule as directed by manufacturers.

HET 126   Preventive Maintenance Lab   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.

HET 127   Shop Rules and Regulations   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.

HET 128   Med/Heavy Duty Tune-up   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.

HET 191   Selected Topics in Diesel   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.

HET 231   Med/Heavy Duty Brake System   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

HIS 115   Introduction to Global History   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: RED 090 or appropriate placement score
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 117   History of Religions   3   0   3
Prerequisites: RED 080 or appropriate placement score
Corequisites: RED 090 or appropriate placement score
This course surveys the historical development of the world's major religions. Topics include systems of belief and religious practice, polytheism, monotheism, and current religious movements. Upon completion, students should be able to analyze the world's major religious traditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

HIS 121   Western Civilization I   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: RED 090 or appropriate placement score
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122   Western Civilization II   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: RED 090 or appropriate placement score
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131   American History I   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: RED 090 or appropriate placement score
This course is a survey of American history from pre-history through the Civil War

era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132   American History II   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: RED 090 or appropriate placement score
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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

HIS 231   Recent American History   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: RED 090 or appropriate placement score
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 for transferability as a pre-major and/or elective course requirement.*

HUMANITIES

	Hours Per Week		
	Class	**Lab**	**Credit**
HUM 130 Myth in Human Culture	3	0	3

Prerequisite: ENG 111
Corequisite: None

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

HUM 160 Introduction to Film	2	2	3

Prerequisite: ENG 111
Corequisite: None

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

HUM 211 Humanities I	3	0	3

Prerequisite: ENG 111
Corequisite: None

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

HUM 212 Humanities II	3	0	3

Prerequisite: ENG 111
Corequisite: None

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

HYDRAULICS

	Hours Per Week		
	Class	Lab	Credit
HYD 112 Hydraulics/Medium/Heavy Duty	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

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

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

ITN 110   Introduction to Web Graphics   2   2   3
Prerequisites: None
Corequisites: None
This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for web pages.

ITN 130   Web Site Management   2   2   3
Prerequisites: CIS 110
Corequisites: NET 110
This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup, and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance.

ITN 140   Web Development Tools   2   2   3
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.

ITN 150   Internet Protocols   2   2   3
Prerequisites: CIS 110
Corequisites: NET 110
This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet as well as setup and maintain these protocols.

ITN 170   Introduction to Internet Database   2   2   3
Prerequisites: CIS 110
Corequisites: None
This is the first of two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet databases and use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query, and report on data via an HTML form.

ITN 180   Active Server Programming   2   2   3
Prerequisites: CIS 110 and CIS 115
Corequisites: None
This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

ITN 230   Intranets   2   2   3
Prerequisites: ITN 130 and ITN 150 and NET 110
Corequisites: None
This course covers the setting up of Intranets. Topics include selection of server hardware and software, selection of client applications, security, conversion of existing data to Web based formats, Intranet applications, and administration. Upon completion, students should be able to set up a corporate or institutional Intranet.

ITN 240   Internet Security   2   2   3
 Prerequisites: CIS 110 and NET 110
Corequisites: None
This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

ITN 260   Introduction to E-Commerce   2   2   3
Prerequisites: CIS 110 and CIS 172 and ITN 140
Corequisites: None
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working e-commerce Internet web site.

ITN 270   Advanced Internet Databases   2   2   3
Prerequisites: ITN 170
Corequisites: None
This is the second of two courses on Internet databases. Topics include database distribution and replication, data warehousing, integration of desktop and Internet database structures. Upon completion, students should be able to design and implement an Internet database.

JOURNALISM

	Hours Per Week		
	Class	**Lab**	**Credit**
JOU 110 Introduction to Journalism	3	0	3

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 for transferability as a pre-major and/ or elective course requirement.*

LEGAL EDUCATION

	Hours Per Week		
	Class	Lab	Credit

LEX 110   Introduction to Paralegal Study   2   0   2
Prerequisite: None
Corequisite: None
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.

LEX 120   Legal Research/Writing I   2   2   3
Prerequisite: None
Corequisite: None
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.

LEX 121   Legal Research/Writing II   2   2   3
Prerequisite: LEX 120
Corequisite: None
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.

LEX 130   Civil Injuries   3   0   3
Prerequisite: None
Corequisite: None
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.

LEX 140   Civil Litigation I   3   0   3
Prerequisite: None
Corequisite: None
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.

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 com-piling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating suf-ficiency/admissibility of evidence; preparation of reports; and evidence presenta-tion at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative tech-niques, 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 cov-erage 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 man-agement, 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

MAT 050   Basic Math Skills   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.

MAT 060   Essential Mathematics   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.

MAT 070   Introductory Algebra   3   2   4
Prerequisite: MAT 060
Corequisite: RED 080
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080   Intermediate Algebra   3   2   4
Prerequisite: MAT 070
Corequisite: RED 080
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 090   Accelerated Algebra   3   2   4
Prerequisite: MAT 060
Corequisite: RED 080
This course covers algebraic concepts with emphasis on applications. Topics

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

MAT 101 Applied Mathematics I   2   2   3
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, 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 for transferability as a pre-major and/or elective course requirement.*

MAT 141   Mathematical Concepts !   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 general education core requirement in natural*

sciences/mathematics.

MAT 141A   Mathematical Concepts I Lab   0   2   1
Prerequisites: MAT 080 or MAT 090
Corequisites: MAT 141
This course is a laboratory for MAT 141. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MAT 142   Mathematical Concepts II   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 general education core requirement in natural sciences/mathematics.*

MAT 142A   Mathematical Concepts II Lab   0   2   1
Prerequisites: MAT 141
Corequisites: MAT 142
This course is a laboratory for MAT 142. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

MAT 175   Precalculus   4   0   4
Prerequisite: B or better in MAT 080 or MAT 090 and permission of instructor
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: B or better in MAT 080 or MAT 090 and permission of instructor
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 for transferability as a 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 for transferability as a 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 the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables.

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

MARKETING AND RETAILING

	Hours Per Week		
	Class	Lab	Credit

MKT 120   Principles of Marketing   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.

MKT 121   Retailing   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.

MKT 123   Fundamentals of Selling   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.

MKT 220   Advertising and Sales Promotion   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.

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

MLT 110   Introduction to MLT   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.

MLT 111   Urinalysis and Body Fluids   1   3   0   2
Prerequisite: MLT 120, MLT 125, and MLT 240
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.

MLT 115   Laboratory Calculations   2   0   0   2
Prerequisite: MLT 120, MLT 125, and MLT 240
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.

MLT 120   Hematology/Hemostasis I   3   3   0   4
Prerequisite: MLT 110, MLT 130, and MLT 140
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.

MLT 125   Immunohematology I   4   3   0   5
Prerequisite: MLT 110, MLT 130, and MLT 140
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: MLT 111 and MLT 115
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 110, MLT 130, and 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: MLT 111 and MLT 115
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: MLT 111 and MLT 115
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: MLT 111 and MLT 115
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**

MUS 110   Music Appreciation   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 111   Fundamentals of Music   3   0   3
Prerequisites: None
Corequisites: None
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 121   Music Theory I   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 122   Music Theory II   3   2   4
Prerequisite: MUS 111 or 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 123   Music Composition   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MUS 131   Chorus I   0   2   1
Prerequisite: Appropriate vocal proficiency
Corequisite: None
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

MUS 137   Orchestra I   0   2   1
Prerequisites: Audition
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 for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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

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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 for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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 affect 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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

MUS 231   Chorus III   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 232   Chorus IV   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 233   Band III   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 234   Band IV   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 plying leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 237   Orchestra III   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

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 for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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

NAS 101   Nursing Assistant I   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. *This is a certificate-level course.*

NAS 102   Nursing Assistant II   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. *This is a certificate-level course.*

NAS 103   Home Health Care   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. *This is a certificate-level course.*

NAS 105   Life Span Changes   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. *This is a certificate-level course.*

NETWORKING TECHNOLOGY

	Hours Per Week		
	Class	Lab	Credit

NET 110   Data Communication/Networking   2   2   3
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.

NET 112   Security Fund & Policies   3   0   3
Prerequisite: None
Corequisite: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of the Internet, current security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

NET 120   Network Installation/Administration I   2   2   3
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.

NET 125   Routing and Switching I   1   4   3
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.

NET 126   Routing and Switching II   1   4   3
Prerequisites: NET 125
Corequisites: None
This course introduces router configurations, router protocols, switching meth-

ods, 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.

NET 220   Network Installation/Administration II   2   2   3
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.

NET 225   Advanced Router & Switching I   1   4   3
Prerequisites: NET 126
Corequisites: None
This course introduces advanced router configuration, advanced LAN switching theory and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN.

NET 226   Advanced Router & Switching II   1   4   3
Prerequisites: NET 225
Corequisites: None
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, and PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, channels, and function groups, and describe the Spanning Tree protocol.

NURSING

NUR 101   Practical Nursing I   7   6   6   11
Prerequisite: BIO 106, CIS 111, ENG 101, PSY 150
Corequisite: None
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 under-standing of nursing process to promote/maintain/restore optimum health for di-verse clients throughout the life span. *This is a diploma-level course.*

NUR 102   Practical Nursing II*   8   0   12   12
Prerequisite: NUR 101
Corequisite: None
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing pro-cess, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*
*Clinical Practice A - Clinical focus will complement content areas of surgical process and the special needs patient, cardiovascular, oncology, musculoskel-etal and gastrointestinal nursing.
Clinical Practice B - Clinical focus will complement content areas of gerontology, endocrinology, neurology, respiratory, and genitourinary.

NUR 103   Practical Nursing III   6   0   12   10
Prerequisite: NUR 102
Corequisite: None
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team mem-bers. 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, stu-dents 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 mental health practice settings. *This is a diploma-level course.*

NUR 115   Fundamentals of Nursing   2   3   6   5
Prerequisite: Admission to the Associate Degree Nursing program
Corequisite: BIO 168, NUR 117, 118, PSY 150
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.

NUR 116   Nursing of Older Adults   2   3   3   4
Prerequisites: BIO 169, NUR 135, PSY 241
Corequisites: ENG 114
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: Permission of Instructor
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, pharmocokinetics, routes of medication administration, contraindications, and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 118   Nutrition/Diet Therapy   2   0   0   2
Prerequisites: None
Corequisites: None
This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

NUR 125   Maternal-Child Nursing   5   3   6   8
Prerequisite: BIO 169, NUR 115, NUR 135, PSY 241
Corequisite: ENG 114
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 expe-

riencing 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 115, 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

OST 131   Keyboarding   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.

OST 134   Text Entry and Formatting   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 mailable documents and key timed writings at speeds commensurate with employability.

OST 135   Advanced Text Entry & Formatting   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.

OST 136   Word Processing   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.

OST 137   Office Software Applications   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.

OST 141   Medical Terminology I-Medical Office   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: OST 141
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 164   Text Editing Applications   3   0   3
Prerequisite: ENG 090 and RED 090
Corequisite: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 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 136 and 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, OST 148, OST 236, and OST 241
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**

PED 110   Fit and Well for Life   1   2   2
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 111   Physical Fitness I   0   3   1
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 113   Aerobics I   0   3   1
Prerequisites: None
Corequisites: None
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, flexibility, and safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 115   Step Aerobics I   0   3   1
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 116   Step Aerobics II   0   3   1
Prerequisites: PED 115
Corequisites: None
This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a pre-major and/or elective course require-*

ment.

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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

PED 123   Yoga II   0   2   1
Prerequisites: PED 122
Corequisites: None
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a 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 for transferability as a 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

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 for transferability as a pre-major and/or elective course requirement.*

PED 135   Fencing-Beginning   0   2   1
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of fencing. Emphasis is placed on grip, stance, and establishment of good techniques for attacks and parries. Upon completion, students should be able to perform elementary foil techniques and demonstrate the basic skills of fencing. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 136   Fencing-Intermediate   0   2   1
Prerequisites: PED 135
Corequisites: None
This course covers more advanced fencing techniques. Topics include advanced foil techniques and elementary sabre techniques. Upon completion, students should be able to participate in competitive fencing. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 137 Badminton   0   2   1

Prerequisites: None
Corequisites: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

PED 142 Lifetime Sports   0   2   1

Prerequisites: None
Corequisites: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

PED 144   Volleyball-Intermediate   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or* elective *course requirement.*

PED 145   Basketball-Beginning   0   2   1
Prerequisites: None
Corequisites: None
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 146   Basketball-Intermediate   0   2   1
Prerequisites: PED 145
Corequisites: None
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 147   Soccer   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 148   Softball   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 152   Swimming-Beginning   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 153   Swimming-Intermediate   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 155   Water Aerobics   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 163* Kayaking-Basic   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*
*Travel time is often needed for PED 163. Students should not schedule other classes immediately (30 minutes) before or after this course.

PED 165   Sport Science as a Career   3   0   3
Prerequisites: ENG 090 and RED 090
Corequisites: None
This course provides students with foundational knowledge about the study of physical activity and career opportunities within the discipline. Emphasis will be placed on the role of physical activity, the subdisciplines of the field, and possible career choices. Upon completion, students should have an understanding of the subdisciplines and employment opportunities within an Exercise and Sport Science program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 210   Team Sports   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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 for transferability as a 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 for transferability as a pre-major and/or elective course requirement.*

PHILOSOPHY

	Hours Per Week		
	Class	**Lab**	**Credit**
PHI 215 Philosophical Issues	3	0	3

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

PHY 110 Conceptual Physics   3   0   3
Prerequisites: MAT 070
Corequisites: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 110A Conceptual Physics Lab   0   2   1
Prerequisites: MAT 070
Corequisites: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 121 Applied Physics I   3   2   4
Prerequisite: MAT 060
Corequisite: None
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.

PHY 131 Physics-Mechanics   3   2   4
Prerequisite: MAT 121 or MAT 161
Corequisite: None
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.

PHY 151 College Physics I   3   2   4
Prerequisite: MAT 161 or MAT 171
Corequisite: None
This course uses algebra- and trigonometry-based mathematical models to in-

troduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152   College Physics II   3   2   4
Prerequisite: PHY 151
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251   General Physics I   3   3   4
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252   General Physics II   3   3   4
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

POLITICAL SCIENCE

	Hours Per Week		
	Class	**Lab**	**Credit**

POL 110   Introductory Political Science   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 120   American Government   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130   State and Local Government   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

POL 210   Comparative Government   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 220   International Relations   3   0   3
Prerequisite: RED 080 or appropriate placement score
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**

PSY 118   Interpersonal Psychology   3   0   3
Prerequisite: None
Corequisite: None
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150   General Psychology   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 211   Psychology of Adjustment   3   0   3
Prerequisite: PSY 150
Corequisite: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PSY 241   Developmental Psychology   3   0   3
Prerequisite: PSY 150
Corequisite: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243   Child Psychology   3   0   3
Prerequisites: PSY 150
Corequisites: None
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PSY 263   Educational Psychology   3   0   3
Prerequisites: PSY 150
Corequisites: None
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

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** |

RED 080   Introduction to College Reading   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.

RED 090   Improved College Reading   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.

RED 111   Critical Reading for College   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

REL 211   Introduction to Old Testament   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 litera- ture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212   Introduction to New Testament   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 comple- tion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SOCIOLOGY

	Hours Per Week		
	Class	Lab	Credit

SOC 210   Introduction to Sociology   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213   Sociology of the Family   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220   Social Problems   3   0   3
Prerequisite: RED 080 or appropriate placement score
Corequisite: None
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.*

SOC 225   Social Diversity   3   0   3
Prerequisite: SOC 210
Corequisite: None
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. *This course has been ap-*

proved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 240   Social Psychology   3   0   3
Prerequisite: RED 080 or appropriate placement score
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: RED 080 or appropriate placement score
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 for transferability as a pre-major and/or elective course requirement.*

SPANISH

	Hours Per Week		
	Class	**Lab**	**Credit**

SPA 110   Introduction to Spanish   2   0   2
Prerequisite: None
Corequisite: None
This course provides an introduction to understanding, speaking reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish. Independent laboratory work is required in addition to class sessions.
(This course is not offered for college transfer credit at this time.)

SPA 111   Elementary Spanish I   3   0   3
Prerequisite: None
Corequisite: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Independent laboratory work is required in addition to class sessions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112   Elementary Spanish II   3   0   3
Prerequisite: SPA 111
Corequisite: None
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. Independent laboratory work is required in addition to class sessions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 120   Spanish for the Workplace   3   0   3
Prerequisite: None
Corequisite: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. Independent laboratory work is required in addition to class sessions.

SPA 211   Intermediate Spanish I   3   0   3
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212   Intermediate Spanish II   3   0   3
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 221   Spanish Conversation   3   0   3
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

SPA 231   Reading and Composition   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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

SURGICAL TECHNOLOGY

	Hours Per Week			
	Class	Lab	Clinic	Credit

SUR 110   Intro to Surgical Technology   3   0   0   3
Prerequisite: None
Corequisite: SUR 111
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.

SUR 111   Perioperative Patient Care   5   6   0   7
Prerequisite: None
Corequisite: SUR 110
This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care . Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.

SUR 122   Surgical Procedures I*   5   3   0   6
Prerequisite: SUR 110 and SUR 111
Corequisite: SUR 123
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.
*This course will be offered as a split course - SUR 122A and SUR 122B

SUR 123   SUR Clinical Practice I*   0   0   21   7
Prerequisite: SUR 110 and SUR 111
Corequisite: SUR 122
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for select surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.
*This course will be offered as a split course - SUR 123A and SUR 123B

SUR 134　Surgical Procedures II　　　　　　　5　　0　　0　　5
Prerequisite:　　SUR 123
Corequisite:　　None
This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties.　Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment.　Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

SUR 135　SUR Clinical Practice II　　　　　　　0　　0　12　　4
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.

WELDING

	Hours Per Week		
	Class	**Lab**	**Credit**

WLD 110   Cutting Processes   1   3   2

Prerequisite: None
Corequisite: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112   Basic Welding Processes   1   3   2

Prerequisite: None
Corequisite: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115   SMAW (Stick) Plate   2   9   5

Prerequisite: None
Corequisite: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116   SMAW (Stick) Plate/Pipe   1   9   4

Prerequisite: WLD 115
Corequisite: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121   GMAW (MIG) FCAW/Plate   2   6   4

Prerequisite: None
Corequisite: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131   GTAW (TIG) Plate   2   6   4
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.

WLD 141   Symbols & Specifications   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.

WLD 215   SMAW (Stick) Pipe   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.

WLD 261   Certification Practices   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.

WLD 262 Inspection & Testing   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.

Christine Relay .... Assistant to the Executive Vice President
    Diploma-Adelphi Business School
    A.A.S.-Coastal Carolina Community College

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    Advanced Associate Certificate I-NCAEOP
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    M.A.Ed.-University of Oklahoma
    M.A.-Salve Regina University
    M.S.-College of Naval Warfare
Waletta Dunn .... Curriculum Coordinator
    B.S.-Texas College
    M.P.A.-University of Oklahoma
Colette Brooks .... Department Head/
                               Curriculum Coordinator, Off Campus Sites
    B.B.A.-Campbell University
Linda Joyce .... Secretary, CLNC
Nancy Peed .... Secretary, MCAS
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John Sharp .... Education Representative, MCAS
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CONTINUING EDUCATION

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    A.A.S.-Coastal Carolina Community College

Custodians, Maintenance and Security
Sandra Berna .... Buildings and Grounds Keeper
William Bigley .... Security Officer
Ronald Bradley .... Security Officer

Christine Golden .... Buildings and Grounds Keeper
David Gerichten .... Buildings and Grounds Keeper
Robert Herndon .... Buildings and Grounds Keeper
Mary Jones .... Buildings and Grounds Keeper
Tommy Mason .... Buildings and Grounds Keeper
Matthew Michael Meadows .... Assistant to Coordinator of Maintenance
Monte Petteway .... Buildings and Grounds Keeper
Michael Pruitt .... Security Officer
Sidney Riddick .... Buildings and Grounds Keeper
Shirley Roberts .... Buildings and Grounds Keeper
Diane Sackett-Frausto .... Chief of Security
Nicholas Shepard .... Buildings and Grounds Keeper
Stephan Smith .... Buildings and Grounds Keeper
Joy Wetherington .... Coordinator of Maintenance & Communications
Marva Wright .... Buildings and Grounds Keeper

OFFICE OF PUBLIC INFORMATION
Colette B. Teachey .... Public Information Officer/
                                 Executive Director, College Foundation, Inc.
      B.A.-University of North Carolina-Chapel Hill
Emily Delp .... Assistant to the Public Information Officer
      B.A.-Michigan State University
Kirsten Holmstedt .... Staff Reporter
      B.A.-Drake University
James H. Phillips, III .... Graphic Artist
      A.A.-Technical Institute of Alamance
      B.S.-Atlantic Christian College

PERSONNEL OFFICE
Renita Logan .... Personnel Officer
      A.A.-Technical College of the Lowcountry
      A.A.S.-Arizona Western College
      B.S.-Campbell University
Julia L. Franklin .... Personnel Clerk
      A.A.S.-Coastal Carolina Community College
Martha Terry .... Assistant to the Personnel Officer
      Advanced Associate Certificate-NCAEOP

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